



THE PERSE SCHOOL CAMBRIDGE

JOB SPECIFICATION

Head of Estates Contracts & Energy Management (Whole School)

Background information

The Perse comprises three schools, the Upper, Prep and Pelican and operates across five sites in and around Cambridge, including the Porson Road and Abington playing fields. In addition to the school sites, the Perse owns 8 residential properties which are either occupied by employees of the school or out on a commercial basis.

The Perse educates some 1,710 pupils and employs approximately 400 staff. In addition to the day-to-day operation of the schools the Perse oversees a busy programme of events, community outreach activities and commercial projects including the hire of its facilities to third parties.

The Estates Department

The Estates Department is led by the Director of Estates and forms part of the Bursary. The Department is responsible for maintaining, running and improving the school estate, including all grounds and buildings.

In addition to this post, the Department comprises the Director of Estates, Projects Manager, Maintenance Manager and the Maintenance team, Facilities Administrator, the Head of Grounds and Gardens and the Grounds and Gardens team.

External consultants and contractors are brought in as required to supplement internal staff. Contractors are employed for planned maintenance, servicing, enhancements and reactive work to the estate including electrical and HVAC plant items.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

Head of Estates Contracts & Energy Management is responsible for the safe, smooth and efficient operation of the school real estate for end users including pupils, staff and visitors.

The post holder will oversee servicing, maintenance and upgrades of plant and equipment including heating, ventilation and air handling systems, ensuring the buildings operate efficiently and in a cost effective manner. The post holder will also be responsible for ensuring the buildings meet current health and safety and compliance standards, as well as planning for the future.

Reporting Line

As a member of the support staff, the Head of Estates Contracts & Energy Management ultimate line manager will be the Bursar. Day to day responsibility will be to the Director of Estates.

Key Responsibilities

1. Building Services and Compliance

- Management of day-to-day building services operations including the efficient running, repairs, inspection, servicing and record keeping of the items in the table below.
- Organise Fire, Asbestos and Legionella risk assessments and programme remedial actions.
- Ensure building services contractors work safely on site in line with school policy.

HVAC	Intruder alarms	Access control arrangements	Fire alarms	CCTV
Passenger and other lifts	Drainage	Electric supply/safety	Gas supply/safety	Water supply
Pest control	Automated doors	BMS	Duct work	Sports equipment
Fall arrest systems	Fire appliances and suppression	Generators	Ground/Air source heat pumps	Air conditioning
Windows and window cleaning	Gutters/roofs	Lightning protection	PAT Testing	Fixed electric testing
RPZ valves	Water hygiene	Kitchen fire shutters/extract	Lighting (Internal & External)	Emergency lighting
LEV	Boilers	Asbestos Management	Play equipment	F-gas regulations

2. Heating, Ventilation & Air Conditioning (HVAC) and Hot Water Systems

- Ensure all systems are operating effectively and efficiently and that work/learning spaces are suitably comfortable.
- Maintain a register of these assets, their warranties, repair histories and service schedules.
- Manage a planned upgrade programme and associated installation projects.

3. Planned Preventative Maintenance (PPM)

- Drawing up, tendering for and managing a schedule of PPM for all sites.
- Proactively inspect buildings to inform PPM and create quality control and assurance mechanisms.
- Managing internal stakeholder interactions pertaining to any works.

4. Sustainability & Utilities

- Support the delivery of the School's Sustainability targets and action plan by:
 - Increasing micro-generation and green technology on site year-on-year
 - Leading on sustainability related installations
 - Reducing the draw of gas, electric and water each year
 - Overseeing metering and record keeping of utility use and generation
 - Informing work programmes via payback calculations and understanding operational need
 - Communicating advancements to the School community
- Ratifying utility invoices, recognising trends and hosting meter readings.

5. Sports Centre & Swimming Pool

The Perse are due to open a new Sports Centre & Swimming Pool in the Summer of 2024 and this role will play a key part in the successful handover, running and maintenance of the exciting new facility through responsibilities including:

- Organising and implementing Planned Preventative Maintenance programmes for the facility and plant room.
- Playing an important role working with the Sports Centre Manager in overseeing the operation and maintenance of the pool plant and the management of the chemicals.
- Undertaking exciting training opportunities to ensure best practices are followed.

6. Budgetary control

- Manage and report on budgets within set financial controls.
- Prepare budgets for future expenditure required, e.g. boiler replacement programme.
- Ensure best value for the School at all times.

7. Other

- Ensure contractor compliance with school safeguarding policies.
- Stay up to date with relevant legal and regulatory requirements.
- Run, maintain and maximise the potential of the BMS system.
- Have a suitable level of presence at each site, attending meetings as required.
- Along with other members of the Estates Team cover key events such as entrance testing days and open mornings.
- As part of the Estates team, respond to events such as adverse weather, alarms, security breaches or late contractor access requirements.
- Contribute to projects, for example, at design or handover phases.
- Any item reasonably requested by the Director of Estates.

PERSON SPECIFICATION

Qualifications/Experience

Essential

- Experience in a relevant role - For example, M&E and Building Services Management or Engineering.
- Specific technical knowledge – regarding commercial building plant, such as: Heating and HVAC systems or other M&E disciplines.
- Relevant Qualifications – In Engineering or Real Estate and Facilities Management.
- Full current UK driving license.

Desirable

- Educated to degree level or similar.
- Experience working within educational environments.
- Proficiency in relevant health and safety legislative and compliance items.
- The ability to use CAD.

Relevant Skills and Attributes

Essential

- Budget management skills.
- Full IT literacy including familiarity with MS Office.
- Sympathetic to the educational, as well as the practical, requirements of the School.
- Ability to balance multiple competing priorities.
- To be able to work strategically and see the big picture, as well as having an eye for detail.
- Excellent written and verbal communication skills, including the ability to work with a range of stakeholders.
- To be self-motivated and displaying a proactive and positive attitude.
- To present an ability to innovate and use initiative.
- A commitment to ongoing learning and professional development within the role, via structured training or other means.
- Willingness to work flexibly according to the needs of the role.

JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

The post is full time, working 40 hours per week plus daily unpaid breaks amounting to 1 hour. Working times are to be agreed with the line manager.

Pay and benefits

- Salary up to £60,000 pa according to qualifications and experience.
- Membership of a Group Personal Pension Scheme with employer contributions of 13.75% of pensionable salary.
- Death in Service benefit of 3 x salary.
- Paid holiday entitlement of 30 days plus Bank Holidays per annum. 5 days to be taken at Christmas and the balance to be taken as agreed with the Director of Estates. Holidays should ordinarily be taken outside of term-time.
- Free staff lunch provided during term-time.
- Cycle to Work Scheme.