



Job Description

Job Title: Head of Estates Compliance and Maintenance
Department: Estates
Responsible to: Estate Director
Last reviewed: January 2025

Job Outline

The Head of Estates Compliance and Maintenance is responsible for the management, oversight and delivery of all planned and reactive maintenance activities across the School's estate. Ensuring all compliance activities are efficiently carried out and appropriate documentation is maintained. In addition, the post-holder is responsible for the delivery of project works as agreed with the Estate Director, and will deputise for the Estate Director in their absence.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities

Maintenance

- Working with and supporting the Maintenance Supervisors to ensure the delivery of effective maintenance of the estate by the School's in-house team. This includes delivering reactive and planned maintenance, repairs, small scale projects and improvements.
- Overseeing the operation of the School's Helpdesk, ensuring jobs are actioned appropriately and that outstanding jobs are regularly reviewed and prioritised

Contractor Management

- Monitor and oversee the delivery of contracts and services by the School's contractors, ensuring that all works are carried out safely and to the required technical standards.
- Develop and maintain relationships with key contractors holding regular contract review meetings to ensure compliance with contract specifications and to continually review the commercial aspects of the contracts.

Strategic Maintenance

- Collaborating with and supporting the Estate Director to develop and implement a comprehensive estates and maintenance strategy in parallel with the School's condition surveys and the 5-year CAPEX budget.

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Team Leadership

- Lead, motivate, develop, and manage the maintenance team ensuring that team members are involved in the development of the department.
- Ensure regular team meetings are conducted including relevant Health and Safety training and toolbox talks.

Budget Management

- Monitor and maintain the annual maintenance and PPM budget; prepare cost estimates and minor works budgets.

Compliance and Safety

- Ensure that all areas of estate are safe and compliant at all times.
- Ensure that relevant contracts are in place to carry out compliance activities in line with relevant legislation and that relevant documentation is maintained on the School's CAFM system.
- Ensure that statutory insurance inspections are carried out at appropriate intervals and that any remedial actions are completed and recorded.

Project Management

- Plan and oversee renovation, minor works and M&E projects, coordinating with in-house teams, contractors, suppliers, and other stakeholders.

Sustainability and Environment

- Plan and implement sustainability standards within all maintenance works ensuring that new technologies are considered when plant and equipment is replaced as part of the life-cycle replacement process.
- Ensure a robust waste management process is in place to ensure that all waste is segregated appropriately and that all relevant Waste Consignment and Waste Transfer Notes are recorded appropriately.

Stakeholder Communication

- Develop and maintain effective working relationships with relevant stakeholders within the School including House Mistresses and House Masters, Matrons, Head of Health and Safety, Deputy Heads and Heads of Departments.
- Collaborate with other managers within the Estates Department to ensure respective areas of responsibility are supporting each other in the delivery of the school calendar and events.

Emergency Response

- Be part of, manage, review, and develop the on-call procedures. Implement call out procedures and documentation and response plans related to estates and maintenance issues.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Head of Estates Compliance and Maintenance

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to A Level or equivalent)	✓	
Relevant professional qualification preferably gained in mechanical, electrical, or engineering services or a professional qualification in building maintenance services.	✓	
Valid UK driving licence	✓	
Knowledge, Skills and Experience		
Strong, proven experience in estates or facilities management, managing hard services (heating, electrical, plumbing, BMS, building fabric).	✓	
Good technical knowledge of building systems, maintenance processes, and relevant legislation.	✓	
Expertise and proven experience at management level in effective running of key maintenance functions and facilities.	✓	
Expertise and proven experience in developing and implementing a strategic maintenance programme, incorporating both compliance and planned maintenance across a complex estate comprising buildings of different ages and conditions.	✓	
Experience in managing maintenance and minor works building projects.	✓	
Knowledge of health & safety legislation and best practice, within the context of providing maintenance services.	✓	
Experience of working in an educational setting		✓
Fully computer literate with strong skills in data analysis and report writing and confident with various computer systems (Microsoft Office, OneDrive, Teams, Drawing packages, AutoCAD etc).		
Ability to motivate a team and develop a team culture.		
Personal Attributes		
Excellent interpersonal skills with the ability to collaborate and communicate with colleagues at	✓	

all levels, including professional advisors and contractors.		
Excellent organisational abilities with a thorough approach to ensuring the completion of initiatives.	✓	
Ability to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.	✓	
A flexible approach and a willingness to adapt to the varied needs of the organisation, helping lead and support the Estates Department, under the direction of the Estate Director.	✓	