



Stephen Perse

Foundation

# Head of Buildings and Maintenance JD & PS

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# History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

# Head of Buildings and Maintenance JD & PS

## Responsible to: Director of Operations

**Location: Foundation wide**

### Role Description

Stephen Perse seeks an outstanding Head of Buildings and Maintenance to lead the operational and strategic management of its diverse and prestigious estate. This is a significant leadership opportunity to develop and lead a professional, customer-focused, planned and reactive maintenance service encompassing all planned, reactive, urgent and compliance activities necessary for the exemplary upkeep of our facilities.

The role will spearhead the development and implementation of the overarching maintenance and security strategy, ensure full compliance with all relevant legislation, standards and guidance, and support the delivery of minor and major capital developments. This is an opportunity to join a leading educational organisation which values continuous professional development, a culture of collaboration, and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will bring proven experience in estates management or building surveying, coupled with a thorough understanding of health and safety legislation and compliance.

As Head of Buildings and Maintenance, you will be responsible for the comprehensive organisation, planning and communication surrounding all repair, maintenance and upkeep of the School's diverse buildings and associated facilities ensuring the security of these premises. This includes leading and managing both the internal maintenance team, Groundsperson, security team and external contractors to ensure the Schools, including gardens, pitches and grounds are consistently maintained and secure as a world-class educational environment. Key responsibilities also involve driving the planned maintenance programme and overseeing the planning and execution of improvement and refurbishment works ensuring responsible and efficient service delivery. Furthermore, stakeholder management

will be critical, requiring you to set and clearly communicate the programme of works to all relevant parties through regular, transparent reporting and updated schedules.

### Main Responsibilities

- 1. Lead and Develop a High-Performing Maintenance Team to Deliver Exceptional Service**
  - Recruit, train, and develop a skilled and motivated maintenance, grounds and security team fostering a collaborative and supportive culture focused on customer service.
  - Drive operational excellence and continuous improvement through effective leadership and performance management.
  - Build and maintain strong relationships with internal and external stakeholders to enhance the operational experience.
  - Ensure compliance with all relevant HR policies, procedures and health and safety regulations.



- Develop and manage an annual maintenance calendar, proactively scheduling planned and preventative works across term and off-term time to optimise resource allocation and use of the rota system.
- Overseeing and maintaining a responsive and effective out-of-hours emergency on-call service.

## 2. Lead and Deliver Refurbishment and Maintenance Projects

- Manage the planning and execution of improvement and refurbishment projects.
- Evaluate all requests for major repairs or improvements to School properties determining their feasibility and practicability taking into consideration costs, manpower requirements and the impact on existing programme.
- Develop and implement comprehensive project plans, including scope, timeline, budget, and resource allocation.
- Manage and coordinate multiple projects simultaneously, ensuring efficient use of resources.
- Oversee the procurement process, including tendering, contract negotiation, and supplier management.
- Work with external partners on larger projects as appropriate, ensuring

effective working and communication of the School's requirements and safeguarding policies and procedures, supporting internal communication.

- Liaise and comply with local authorities in respect of Building Control, Conservation Office and Planning Office requirements.
- Monitor project progress, identify potential risks, and implement mitigation strategies.
- Ensure adherence to budget, quality, and safety standards throughout the project lifecycle.
- Ensure that all relevant risk assessments, contractor checks etc. are completed in a timely manner and communicated effectively to relevant stakeholders.

## 3. Lead and Implement a Proactive Planned Preventative Maintenance (PPM) Program:

- Develop and implement a comprehensive PPM schedule, prioritising critical systems and equipment to optimise building performance and longevity.
- Oversee the tendering process for PPM services, selecting cost-effective and reliable contractors, and managing contracts to ensure service delivery.
- Conduct regular building inspections

and condition assessments to identify potential issues early, implement corrective actions, and establish robust quality control measures.

- Manage communication and stakeholder engagement effectively, providing clear updates on PPM activities, addressing concerns promptly, and ensuring minimal disruption to building occupants.
- ## 4. Ensure Regulatory and Health and Safety Compliance within the management of the School estate
- Work with the Health & Safety manager to set standards, processes and procedures to effectively maintain statutory compliance.
  - Develop and implement comprehensive compliance policies and procedures to ensure adherence to all relevant health, safety, and environmental regulations.
  - Conduct regular risk assessments, including Fire, Asbestos and Legionella to identify and mitigate hazards associated with building operations and maintenance, and programme remedial actions.
  - Ensure compliance with all applicable health, safety, and environmental legislation through effective monitoring and management.
  - Foster a collaborative safety culture

through effective communication and stakeholder engagement.

- Manage document controls and ensure that legislative changes are incorporated working with the Health and Safety Manager.
- Coordinate the work of outside contractors and service providers, ensuring that all contractors adhere to the School's Health and Safety policies and have satisfied the requirements of the School's pre-qualification requirements.
- Maintain an up-to-date knowledge of developments in the construction industry and buildings Health and Safety legislation to ensure that the maintenance department are compliant in their approach to maintenance and capital projects.
- Maintain all paperwork associated with Health and Safety compliance, including but not limited to asbestos, legionella, Portable Appliance Testing and Electrical Testing.
- Participate as a member of the Health and Safety Committee.

## **5. Lead provision of excellent building services, and responsive maintenance**

- Responsible for the maintenance, development and record keeping of

the buildings and associated plant and equipment.

- Develop and implement a comprehensive maintenance strategy, including preventative maintenance plans and long-term asset management.
- Management of day-to-day buildings services operations including the efficient running, repairs, inspection, servicing and record keeping of the following items: Heating, Ventilation and Air Conditioning (HVAC); Intruder alarms; Access control arrangements; Fire alarms; CCTV; Passenger and other lifts; Drainage; Electric supply/safety; Gas supply/safety; Water supply; 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 electrical testing; RPZ valves; Water hygiene; Kitchen fire shutters/extract; Lighting (Internal and External); Emergency lighting; LEV; Boilers; Asbestos Management; Play equipment; and, F-gas regulations
- Run, maintain and maximise the potential of the BMS system
- Oversee the efficient operation, maintenance, and repair of building systems and infrastructure, ensuring optimal performance and comfort.

- Manage building services contracts, supplier relationships, and contractor performance.
- Deliver responsive maintenance services to address urgent repairs and breakdowns promptly.
- Optimise resource allocation and operational efficiency to maximise service delivery and cost-effectiveness.
- Collaborate with internal stakeholders to identify and address building-related issues and improve service delivery.
- Drive continuous improvement initiatives to enhance building performance and reduce operational costs.
- Ensure the facilities are prepared for events and lettings, together with the Head of Logistics.
- Ensure practice and procedures meet the School's requirements for business continuity and that robust processes are in place for disaster recovery within the remit of the role.
- Monitor existing material stock levels, reviewing stock control and procurement procedures on a regular basis.
- In conjunction with IT, review the current systems in use and develop a plan to renew and update the IT used across the Estates department, to

allow the effective secure storage and use of all estates and compliance data.

- Maintain such data systems, including all of the construction details, materials, drawings, operations manuals and specifications including title deeds.

## **6. Oversee All Financial Aspects of the Estates Function, Ensuring Efficiency and Value:**

- Support the Director of Operations in developing a forward financial plan to support the estates strategy.
- Manage the budget and ensure that budgets, expenditure and purchasing of supplies are carried out, controlled and monitored, in accordance with the processes and systems set by the Head of Finance, on behalf of the School.
- Within the constraints of the budget and labour resource, decide which packages of work should be outsourced and agree the process with the Director of Operations.
- Oversee outsourcing decisions; manage the preferred supplier list in collaboration with procurement, appoint construction consultants, and manage external contractors on planned and reactive maintenance to ensure they meet the agreed

contractual terms of cost, time and quality of work.

- Work with the Head of Sustainability on the School's Energy Management Programme to reduce utility costs.
- Collaborate with leadership to set financial and non-financial KPIs, develop dashboards, and report on budget performance.

## **General Responsibilities**

- Support the Director of Operations to develop and implement a Strategic Estates Plan.
- Work with the Head of Sustainability to drive forward the delivery of sustainable practices to reduce the carbon footprint of the estate.
- Prepare and present as required papers and reports relating to maintenance and facilities for the Governors, Executive Team, SLTs, Health & Safety Committee, Heads of Section, Local Advisory Boards and relevant external bodies in all areas relating to the role.
- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues including contractors, vendors and suppliers.
- Assist as necessary in other Stephen

Perse areas at peak times.

- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Generate reports and analyse data to proactively identify areas for improvement within Stephen Perse.
- Actively promote Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Act in accordance with the Data Protection principles at all times.
- Adhere to Stephen Perse's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.
- Maintain accurate and up-to-date records.
- Attend and actively contribute to staff training.
- Follow the training you have received when using any work items Stephen Perse has given you.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).



- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Ensure contractor compliance with school safeguarding policies.
- Stay up to date with relevant legal and regulatory requirements.
- Have a suitable level of presence at each site, attending meetings as required.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

# Person Specification

	Essential	Desirable	Assessment Method
Qualifications	Relevant qualification in Engineering or Real Estate and Facilities Management Valid UK driver's licence	Educated to degree level or similar Current relevant health & safety qualification (IOSH/NEBOSH)	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Experience in a relevant role e.g. M&E and Building Services Management or Engineering Excellent hands-on practical skills and experience in building maintenance, e.g. mechanical, carpentry, electrical, etc. Specific technical knowledge regarding commercial building plan e.g. HVAC systems or other M&E disciplines Experience of coordinating and managing contractors and suppliers	Experience of working with new builds / major refurbishment projects Experience working within educational environments Sound understanding of local and national planning process Proficiency in relevant health and safety legislative and compliance items Interest and experience in energy conservation and sustainability	Application Form
Skills & Aptitudes	Budget management skills Experience of managing and developing a team with a positive, customer-focused approach Ability to prioritise multiple tasks and work effectively under pressure Willingness to adopt a flexible and collaborative approach to tasks Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required	Excellent working knowledge of IT, using spreadsheets and planned maintenance systems Familiarity with Google Suite/MS Office Financially astute with good experience in financial budgeting and forecasting	Interview
Personal Attributes	Excellent communication, interpersonal, and organisational skills Ability to plan and schedule a varied workload with often competing deadlines Able to work strategically as well as having an eye for detail Willingness to adopt a flexible and collaborative approach to tasks Self-motivated and displaying a proactive and positive attitude A commitment to the mission and values of Stephen Perse		Interview

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

37.5 hours per week, Monday to Friday, 52 weeks per year.

Please note there is a requirement to be flexible to meet the demands of the role outside of the normal working hours.

## Salary

£46,421 - £52,043 per annum (subject to experience).



[stephenperse.com](http://stephenperse.com)

## Benefits

- 30 days holiday plus bank holidays and Christmas closure
- Salary sacrifice tech and cycle to work schemes\*
- Rail season ticket loan / discount on Greater Anglia train travel
- Free lunch and refreshments provided
- Contributory pension scheme - matching up to 7%
- Life assurance scheme
- Annual flu immunisation
- Many of the sites offer covered bike parking
- Free access to the Cambridge University Botanic Garden
- Access to private health and dental plan subscriptions
- A staff discount on school fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse (from September 2025)

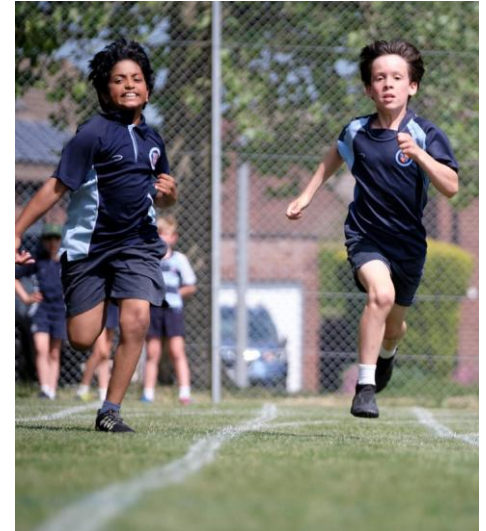
*Please note, all benefits are under periodic review and subject to change.*

*\*Eligibility criteria applies.*

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Closing date for applications:  
**9am on Thursday 19 June 2025.**
- Interviews will take place:  
**Tuesday 24 June 2025.**

**References may be taken up before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.







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