

Highfield Brookham

MAINTENANCE MANAGER

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-reflect and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space and home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.

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Job Description

An exciting management opportunity has arisen for a Maintenance Manager at our school.

This is a hands-on management role, reporting to the Estate Manager. You will be responsible for the maintenance of the school buildings and estate properties to provide 'best in class' facilities to support the education of our pupils. The estate contains a number of school buildings, boarding houses, staff houses, biomass system and a swimming pool.

You will manage our busy maintenance team who carry out planned and reactive day-to-day maintenance works to ensure that the school buildings and properties are maintained to the highest possible standard.

Purpose:

- To maintain the school's buildings and properties to the highest possible standards
- To manage and run the weekly, monthly, and annual agreed maintenance programmes
- To manage and oversee minor building and maintenance projects
- To assist the Estate Manager to manage and oversee capital projects
- To ensure all machinery and equipment is maintained to a safe and efficient standard
- To manage maintenance staff who report directly to the role
- To undertake hands-on maintenance and project work as and when required
- To lead the maintenance team on all aspects of Health and Safety in respect of operations at the school

Key Responsibilities:

1) Reactive, Planned and Preventative Maintenance

- Working with your team and Estate Manager to ensure all reactive maintenance issues are effectively managed, prioritised and resolved in a timely fashion. Ensuring stakeholders are informed of progress and the solution
- Implement and manage the programme of planned and preventative maintenance including the assessment, organising, recording, programming and cost control of all regular maintenance works included in the annual maintenance budget. This will include all mechanical, electrical heating and ventilation, building works, carpentry and painting
- Ensure that all legislative testing is carried out and all associated records are maintained. This includes and is not limited to PAT testing, fixed wire testing, and Legionnaires testing
- Fire Alarm system maintenance and liaising with service contractors

- Responsible for carrying out and/or overseeing the regular testing of all systems, reporting and rectifying problems
- To manage and work with staff to ensure jobs are carried out quickly, thoroughly and efficiently
- To manage the testing of emergency lighting and fire detectors, heating and general lighting
- Ensure all maintenance work (in-house or outsourced) abides by all Health & Safety standards
- To undertake hands-on maintenance as and when required
- Respond to incidents or emergencies as detailed by Estates Line Management
- Carry out other relevant Estates duties as and when required by Estates Line Management.

2) Projects

- Supervise small in-house projects including cost management. You will be expected to have a hands-on role in certain projects
- Work with key stakeholders to agree the project design requirements to ensure they meet the end users requirements and all building standards
- Oversee the work of contractors on specific projects and ensure they deliver on time and to the highest quality of workmanship, whilst maintaining all health and safety standards
- Assess the Health and Safety of all maintenance projects, and ensure the highest standards are in place and maintained
- Complete risks assessments in liaison with Estate Manager as required
- To ensure a high standard of cleanliness during and after the execution of all works

3) General responsibilities and Team Management

- Manage and oversee the development and training of the maintenance team
- To keep the Estate Manager fully informed regarding all matters relating to Health and Safety matters
- In conjunction with the Estate Manager assist in the planning of procurement of materials equipment and advising on appropriate sources and suppliers
- To undertake any other reasonable duties as requested by the Heads or Estate Manager
- Ensuring out of hours maintenance cover is in place as required
- To attend the occasional weekend whole school event, including but not limited to Bonfire Night and Prize Giving



Person Specification

About you:

- A background of managing building maintenance is essential, along with excellent organisational skills, IT skills and relevant technical qualifications.
- You will need experience of managing people, including contractors, and will have excellent communication skills to manage our maintenance team and work collaboratively with the wider school community.
- Strong IT, administration and excellent organisation skills are essential
- Relevant technical qualifications and experience within property maintenance and small to medium works projects
- A full UK driving licence is required
- We offer inhouse training for swimming pool maintenance, biomass system and MEWPS.

It is expected that you will take responsibility for promoting and safeguarding the welfare of children with whom you or your staff may come into contact with. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children within the school you must report any concerns to the Head/DSL.

Remuneration:

Salary for the role is circa £40,000 per annum, dependent on skills and experience. Benefits include company pension scheme, life insurance, sick pay, free parking and delicious lunches during term-time.

Closing date for applications: Sunday 9th November

We are an I.A.P.S. co-educational boarding and day Pre-Prep and Prep School for pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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