PROJECT MANAGER (BUILDINGS & COMPLIANCE)

JOB DESCRIPTION

*Reports to: The Bursar*

About John Lyon

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with ‘value added’ at GCSE and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon’s Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



Principal Role

The key responsibility of this newly established role will be to project manage both major and minor building and refurbishment projects across the School’s two campuses, ensuring that the standards of workmanship and implementation follow regulatory compliance and best practice protocols.

From a compliance aspect, the post-holder will work closely with the School’s Senior Management Team to ensure that all health and safety policies and procedures related to buildings and facilities are managed and delivered as defined by the Management of Health and Safety at Work Regulations 1999 and current health and safety legislation. The post holder will work proactively and in conjunction with the senior academic and support staff to establish and maintain a system that promotes a culture of safe working practices across the whole School community.

Duties

The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by the new post.

**Project Management:**

* Manage capital projects on behalf of the School keeping the Head, Governors and Bursar, informed of all relevant matters and progress against the programme timeline and costs.
* Represent John Lyon professionally and effectively with appointed contractors during new build or refurbishment projects. Ensure the progress and quality of works are completed and sign off for payment at each stage of the project once satisfied with the quality and cost.
* Coordinate and chair regular meetings with members of School’s Senior Management Team (SMT) and Project Team to discuss and record progress of works and resolve any issues that may arise.
* Chair meetings with Contract Design Teams (i.e. Architect, Quantity Surveyor, Planning Consultant, Main Contractor, Civil & M&E Engineers, etc.) to track progress and costs of projects and make decisions on key areas of the works. Be actively involved and responsible for important decision making.
* Work collaboratively with the Bursar and wider Estates and Grounds teams to ensure the provision and delivery of a comprehensive and cohesive building maintenance program.
* Determine the method of project delivery (in house or contract) including selection, appointment and supervision of competent contractors for all minor capital projects.
* Prepare budgeted plans for projects, unless these are provided by consultants, and submit necessary planning applications and building consents, ensuring compliance with building regulations.
* Produce specifications for projects in sufficient detail for external contractor quotation purposes.
* Provide summary and executive reports for SMT and Governors’ meetings.
* Ensure that all works comply with relevant statute, regulations and industry best practice and prepare contract documents to the required CDM Regulations in liaison with the School’s appointed solicitors.
* Prepare, manage and monitor individual project budgets and take corrective action where spending exceeds original budget forecasts.
* Assist with the updating of electronic systems, data and information as necessary. Oversee the correct use of the School’s asset management and maintenance and H&S software.
* Develop and maintain a *rolling schedule* of planned maintenance to be carried out during both term time and school holiday periods. Audit works and programmes ensuring that they meet the correct standard of quality and meet required legislation.
* Maintain building and Mechanical and Electrical (M&E) records/drawings/documents and procedural instructions on all buildings, mechanical plant and electrical circuits/systems on both the main school site and Sudbury Playing Fields. Arrange upgrading and regular testing of DB panels providing certification to support.
* Submit and manage annual budget for planned maintenance, repairs and renewals, cleaning and other selected areas. Include new project builds into this framework and plan new robust PPM schedules in order to support the builds.

**Compliance:**

* Oversee and manage those aspects of the School’s H&S and Compliance agenda which relate to buildings and facilities so as to ensure the safety of pupils, staff and visitors.
* Regularly review the buildings and grounds H&S and Fire Risk Assessments and recommend improvements where required
* Facilitate contractor and supplier site visits which comply with H&S regulations.
* Work collaboratively with the Bursar, Estates Supervisor and Grounds Manager in order to provide a comprehensive and cohesive compliance and H&S program across the whole School estate.
* Ensure all H&S inspections, surveys, risk assessments, remedial work, etc. are prioritised and carried out effectively and speedily with minimal disruption to the School community.
* Report all H&S and compliance matters to the Head and Bursar. Recommend solutions to overcome and mitigate the risks.
* Ensure that regular inspections of the School building’s mechanical and electrical installations are carried out taking appropriate remedial action as practical and necessary and updating relevant documentation.
* Ensure compliance with all statutory regulations (e.g. Asbestos, electrical testing, legionella, disabled access, etc.), insofar as is practical.
* Arrange inspections of site to ensure compliance and instruct specialists to complete a program of works in order to achieve the required specification

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Person Specification

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their application, qualifications and experience best demonstrates proven skills and abilities in the following areas:

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **KNOWLEDGE** |  |  |
| Educated to degree level or equivalent | X |  |
| Building maintenance or relevant qualification |  | X |
| Appropriate facilities management qualifications (incl. NEBOSH, BIFM, IOSH, Risk Assessment and Fire Marshall training) | X |  |
| Knowledge of current H&S legislation and practices | X |  |
| Knowledge of H&S in relation to pool maintenance, working at height and fire safety |  | X |
| General knowledge of building and plant maintenance | X |  |
| **SKILLS & EXPERIENCE** |  |  |
| Experience in a similar role | X |  |
| Demonstrable report writing skills | X |  |
| IT literate (MS Office) and experience in using project management software effectively in delivering programs of work on time | X |  |
| Experience in using an estates management database with reporting module |  | X |
| Experience working in occupied buildings | X |  |
| Able to assess a situation, prepare and plan and deliver the work to a high standard | X |  |
| Proven ability in preparing and managing budgets | X |  |
| Ability to assess the H&S aspect of all jobs including from a third party perspective | X |  |
| Experience with risk assessment auditing and write up | X |  |
|  |  |  |
| Advanced organisational and project management skills | X |  |
| Assertive, diplomatic and personable | X |  |
| Pragmatic approach to work; remaining calm under pressure | X |  |
| Able to deal with ambiguity and taking the initiative | X |  |
| Self-starter and proactive with a *can-do* attitude | X |  |
| Comfortable working with a wide range of stakeholders; colleagues, contractors and members of the public | X |  |
| Enthusiastic and willing to be involved in School life as a whole | X |  |

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 School’s Child Protection Policy Statement at all times.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.