

SEVENOAKS SCHOOL

JOB DESCRIPTION



Capital Projects Manager

(Full-time, All year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In the new style inspection in 2017 pupils' achievement and personal development were judged excellent, the highest grades. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in The Sunday Times Parent Power's top 50 fee-paying schools for the IB in 2015. In 2017 we were, for the second time in 10 years, awarded The

Sunday Times Independent School of the Year for 2018.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole, yet London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

In 2005 the school published an ambitious masterplan to expand and renew the infrastructure of the school. The first phase of the plan, the construction of a superb sports centre (The Sennocke Centre) was completed in 2005. The second phase, the construction of new facilities around the main



quadrangle of the school, will be completed in summer 2018. This comprises two major new buildings: a state-of-the-art performing arts centre (The Space) which provides four outstanding venues for music and drama, which was opened in 2010, and a £32m world-class building that will accommodate science & technology teaching, a large multi-purpose space, study and recreation space for the sixth form, and higher education and careers along with a café, meeting rooms, and space for support staff working in IT services and exam administration. In addition to these projects to enhance teaching facilities, construction has just begun for a new boarding house set within the gardens of a local landmark country house that forms another of our boarding houses, and which will be completed in summer 2019.

The school is now embarking on a major exercise to flesh out in more detail the projects and priorities for the third phase of the masterplan. Priorities are informed by the school's strategic plan, Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>), which is now approaching fulfilment, and the school is now developing its successor Horizon 2032 (which will mark the 600th anniversary of the school). The third phase of the masterplan is likely to focus on enhancing or repurposing the existing, mainly historic, infrastructure of the school, and will also address the idea of adding a further major new teaching block and/or another new boarding house.

Further information about the school can be found at: www.sevenoaksschool.org

The Role

The masterplan is produced by a working party comprising a number of Governors, Trustees of Sevenoaks School Foundation and senior staff including the Head, Bursar and Director of Property. The scheduling and sequencing of the projects in the masterplan and large maintenance/refurbishment projects is agreed by the governing body, with advice from the Bursar and the Director of Finance. It is the responsibility of the Capital Projects Manager to manage the planning and execution of masterplan projects that have been given the green light by the governing body to proceed. In doing so the Capital Projects Manager will work closely with the Bursar. If and when time allows outside of progressing masterplan projects, the post holder will also support the work of the Estates department by taking on the management of one or more of the larger maintenance or refurbishment projects. The post is advertised due to the upcoming retirement of the current post-holder, who previously served the school as Bursar.

The role reports to the Bursar with respect to projects that arise out of the masterplan, and to the Director of Property with respect to any other projects that are allocated as part the



wider portfolio of property work. The Bursar, Director of Property, the Capital Projects Manager and other members of the Estates team work closely together as a mutually supportive and collaborative team. Other members of the Bursar's team, including the Occupational Health & Safety Officer, will also be important colleagues, and the post holder will enjoy contact with a wide variety of teaching, boarding and non-teaching staff during the lifecycle of the various projects, as well as close contact with the architects, other design team members and main contractors appointed for the masterplan projects.

Main Responsibilities

- Take over from the Bursar the management of the project to build the £10m new boys boarding house, which is due for occupation in August 2019.
- Take the lead in the post-project processes for the Science & Technology and Global Study Centre (the building which will be completed in the summer of 2018).
- In forthcoming capital projects, and working closely with the Bursar, undertake work connected with the selection and appointment of the architect and other members of the design team, and maintain excellent relationships with those appointed. This task would include the preparation of deeds of appointment, with the necessary support of the school's legal advisors.
- Drawing on the school's strategic objectives, and in dialogue with school leadership and other colleagues, develop design briefs for projects that are phased appropriately and budgeted accurately.
- Provide leadership and direction to guide the work of design teams.
- Working closely with the Bursar and the design teams, oversee tender processes and negotiations with contractors, including the necessary contractual arrangements, with the assistance of the school's legal advisors.
- Together with the architect and other members of the design teams, closely monitor construction to ensure projects are proceeding to agreed specifications, quality and timescales.
- Ensure close liaison with teaching and support staff to ensure that capital projects cause minimum disruption to the life of the school, commensurate with their completion in a timely and cost-effective manner.
- Working closely with colleagues and the architect, co-ordinate the work to specify and select the internal fittings and furnishing of new or refurbished buildings, and manage the associated budgets.



- Monitor costs and budgets, and approve payments as appropriate.
- Provide timely and comprehensive reporting on the progress of projects, including the preparation of briefing papers for the steering group for each masterplan project, attend the meetings and review, approve and circulate the minutes.
- Provide updates on projects, as required, for meetings of the Trustees of Sevenoaks School Foundation and the Governors of Sevenoaks School.
- Be prepared to brief the local community and internal stakeholders on masterplan projects being, or about to be, undertaken by Sevenoaks School.
- Lead post-project evaluation and aftercare processes; finalise the project accounts and lead any required negotiations with contractors or the design team.
- Be an integral part of the Estates team responsible for the planning, development and maintenance of the campus and facilities so they are capable of supporting the school's strategic goals in an effective and coordinated manner.
- Assist the Director of Property in the professional development of the Assistant Building Surveyors.
- Ensure the delivery of capital and any other allocated projects to agreed timelines,

quality and budgets.

- Identify and implement practices designed to achieve value for money in every aspect of project management and delivery.
- Support the school's commitment to a strong health and safety culture by ensuring site rules and best operating practices are followed.
- Ensure the school's safeguarding policies are followed.

Experience, Knowledge & Qualifications

- Qualified to MRICS relating to Building / Quantity Surveying, Estates Management or an equivalent professional qualification.
- A track-record of successfully managing the design process, planning and delivery of large construction or refurbishment projects (from £1m to £15m).
- Strong project management skills, including organisational, analytical and financial expertise.
- Excellent interpersonal skills, with a consultative and collaborative approach towards colleagues of all levels, including professional advisers and contractors.
- First class communication skills, both verbally and in writing.



- Strong IT skills, particularly in the use of Microsoft Office, and digital record keeping.
- Proven negotiation and influencing skills, with a diplomatic style.
- Good knowledge and understanding of Health and Safety legislation and best practice.
- Commitment to a strong Health and Safety culture, and the implementation of safeguarding policies.
- Able to act swiftly and calmly in emergency situations.
- Flexible approach and a willingness to adapt to the varied needs of the organisation.
- An interest in applying skills and experience within an educational setting.

Note

This job description is not intended to be a comprehensive statement of responsibilities. The school is constantly evolving and the post holder should expect to grow and adapt the scope of this role, and to adapt to any organisational changes, as required to meet the ongoing needs of the school.

Contract and Salary

This is a full-time all-year round role based on

40 hours per week. Note that it will sometimes be necessary to undertake work outside of normal hours to help monitor extended or unusual activities on site (e.g. the early delivery of a crane to site), or to meet project or reporting deadlines.

A competitive salary will be offered that is commensurate with the qualifications, skills and experience of the successful candidate.

Pension

Membership of the support staff Group Personal Pension Scheme is available for this role. Further details can be obtained from the Personnel department.

Holidays

There will be 33 days paid holiday per annum including public holidays. All holiday must be approved in advance by line management. It is also expected that holiday will normally be taken during the school holidays, depending on the needs of the projects.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check,



the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Enhanced Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CV's and covering letters should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.