



Appointment of
Head of Engineering
Full-time, all year round
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming the Head of Engineering here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

Reporting to the Director of Site Operations, the Head of Engineering will work closely with the Head of Estates Compliance and the Head of Maintenance. They will take a lead role in the operational management of the School's engineering infrastructure and built environment assets, ensuring they are safe, compliant and well maintained in support of life cycle replacement and investment across the estate.

The successful candidate will bring substantial experience within a senior building engineering and/or maintenance management role, along with detailed and current understanding of complex building maintenance and engineering installations and their operation and preservation. A thorough knowledge of relevant health and safety regulations and best practices is essential, particularly across the School's wide and varied estate.

Responsibilities of the Role:

- Manage the operational relationship with the School's Hard FM contractor to ensure Planned Preventive Maintenance (PPM) checks are completed satisfactorily, remedial works are discussed and approved where required and completed to a high standard.
- Gain a full understanding of the School's estate from a Mechanical, Electrical and Plant (MEP) perspective, and be familiar with how the site infrastructure and assets operate.
- Ensure the safe and compliant management of all MEP services across the School estate.
- Be accountable for ensuring that engineering and built environment assets meet statutory and regulatory obligations and best practice guidelines. Ensure reportable levels of performance are documented and regularly reviewed with the Director of Site Operations and Head of Estates Compliance.
- Devise and implement a School Contractor Health and Safety Code of Practice incorporating associated best practice processes and systems to ensure all contractors appointed meet the necessary requirements and standards with documented evidence.
- In conjunction with the Head of Maintenance and Head of Estates Compliance, conduct monthly building audits and associated action plans to ensure compliance, best practice and improved facility appearance and functionality.
- In conjunction with the Director of Site Operations, interpret and utilise the School's ten-year condition survey to formulate budget setting and work programmes based on statutory compliance, health and safety and best practice needs.
- Responsible for the delivery of a variety of complex and diverse strategic infrastructure engineering and planned built asset lifecycle replacement projects.
- Support the successful delivery of summer and other holiday works projects, setting project scopes, defining the brief, obtaining comparative quotations, and overseeing the execution of the projects, ensuring delivery on time and within budget. Use your technical knowledge to identify the most appropriate solutions, incorporating the latest technologies where necessary.
- Initiate and implement minor works tender packages related to health and safety and compliance projects such as fire door upgrades, emergency light upgrades, in accordance with the School's procurement policy.
- In conjunction with the Director of Site Operations and Director of Strategic Projects devise and operate an internal CAFM system and document retrieval portal.
- Work with the Director of Digital Services to ensure collaboration on any digital projects from a Hard FM perspective, Wi-Fi or network upgrades, for example.
- Create a digital library/resource to collate all new (and past) 'as -built' drawings, O&M manuals for ease of storage and retrieval as per the School's data policy.



- Implement and maintain a level of infrastructure resilience and incident planning to ensure critical service and business continuity is adequately supported.
- Provide a responsive service when required in relation to unplanned or emergency situations requiring technical expertise and advice that may impact critical operations or service delivery.
- Support the delivery of the School's Sustainability Strategy and Carbon Management Plan through asset management and replacement.

Additional Responsibilities:

- Keep up to date with best practice regarding infrastructure and building services engineering management, construction and maintenance of School buildings and estate.
- Act as the primary on-call contact, initially via phone, to manage any emergency MEP related incidents, and advise on site colleagues of initial responses and support and attend site out of hours when necessary.
- Understand and ensure compliance with the School's Health & Safety Policy.
- In conjunction with all staff, support, promote and act within the School's policies and practices about data protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff, support, promote and act within the School's Safeguarding Policy.
- Undertake any additional duties, that are within the reasonable capability and responsibility of the Head of Engineering.

Line Management

The Head of Engineering is line-managed day-to-day by the Director of Site Operations. The role holder will also have free access to the Chief Operating Officer who is ultimately responsible for operational staff.

The role has no line management responsibilities but will require very close working relationships with the Head of Estates Compliance and Head of Maintenance and School Department Heads to provide a 'customer first' approach.

The role holder will also need an agile approach to contract management, building short and long-term relationships with chosen contractors and partners.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will have:

Education:

- Must have a good standard of general education along with additional knowledge attained via a recognised and relevant diploma/degree in Building Services, Mechanical Engineering or a construction-related discipline or through approved equivalent training.
- Completion of a structured training programme in an engineering discipline to a high level of attainment.
- Documented evidence of on-going Continuing Professional Development (CPD) and industry best practice in one or more MEP discipline.

Experience:

- Experience of managing engineering building services, operational engineering maintenance and repair services.
- Experience as a Senior MEP contractor or manager in a MEP discipline across complex sites.
- Experience of managing contractors for specific reactive or PPM tasks.
- Experience developing work specifications, obtaining quotes and overseeing delivery of projects to tight budgets and deadlines, including working with Project Managers and consultants.

Skills and Attributes:

- Can apply knowledge, experience, and judgement necessary to demonstrate, in a practical sense, the safe operation and maintenance of specific systems/equipment.
- Can demonstrate the analytical skills and judgement required to identify/diagnose a range of defects and failures in relation to specific systems/equipment and determine the appropriate remedial actions.
- Good knowledge of energy efficient working practices within building services engineering.
- Good communication skills, both written and verbal with a wide range of individuals and groups at all levels internally and externally.
- Ability to plan own workload and prioritise tasks across a diverse and complex estate.
- Ability to move at pace to support the effective operation of the School and balance competing pressures on your time from internal and external stakeholders.
- Computer literate and proficient in the use of Microsoft Office suite of applications, BMS and CAFM systems.
- Ability to produce reports and present and interpret data to specific committees and stakeholders.
- Willingness to keep up to date on key MEP related best practice and changes to legislation to ensure the School is statutory compliant across its built estate and assets.

Managing Relationships:

- Ability to work as part of a project team with internal and external stakeholders to deliver projects on time and on budget.
- Ability to build a strong rapport and foster a one-team approach between the Head of Estates Compliance and Head of Maintenance to develop tangible improvements in the appearance and functionality of departmental workspaces.
- Ability to communicate effectively on a 1 to 1 basis to internal stakeholders regarding MEP related issues they may be facing with mitigations and resolutions.



Working at Alleyn's

Terms and Conditions

This is a permanent, full-time, year-round position. The role offers twenty five days annual leave per year in addition to bank holidays and a Christmas closure period. The successful candidate will be required to work a full day on Founder's Day, which is one Saturday per year in late June or early July.

The salary will be in the range of £63,000 to £70,000 per annum based on skills and experience and will be paid over twelve-monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

How to Apply

To apply, please send your CV to our retained recruitment consultant, Tom Morrison at Sielo Search: tom@sielosearch.com. For any questions about the role, please feel free to email or contact Tom on 07537 162 323.

The closing date for applications is Friday, 15th August at 5pm.

Interviews and Appointment

Interviews will be conducted at the School and will consist of interviews with relevant colleagues including the Chief Operating Officer, the Director of Site Operations, the Head of Estates Compliance and the Head of Maintenance. There will also be an opportunity to meet with other relevant staff.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

