

JOB DESCRIPTION

Job Title	Building Services Engineering Manager
Department	Estates
Function	Estates
Reports to (Job Title)	Director of Estates
Location	Rugby School/Bilton Grange

JOB PURPOSE:

The post holder will be responsible for the efficiency, quality, and affordability of all services including HVAC, electricity, gas, water, drainage, lighting, fire and security systems and lifts. The role covers Rugby School and our nearby prep school, Bilton Grange and the primary objective is to ensure both sites remain resilient, compliant, healthy and comfortable places to live, work and study.

You will be joining at an exciting time of considerable investment in the services infrastructure, and you will be crucial to leading and developing our strategy in this respect. You will be responsible for building services across a large diverse estate which includes (at Rugby) 13 boarding houses, 2 day houses, various academic buildings, a sport centre, swimming pool, theatre, concert hall, a library and 70 residential properties as well as the historic Listed main buildings, all on a 400 acre site. At Bilton Grange there is the Grade 2* Listed prep school, a pre prep and a nursery plus a brand-new state of the art boarding house under construction and due to open in September 2025. The role is varied, busy and (at times) challenging; to help you achieve you will be working with a high performing, committed, friendly and supportive team who value collaborative working and innovation and have a focus on “getting the job done” (and who insist on enjoying themselves at work.)

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- You'll be the go-to expert for building services best practise and delivery, providing support, guidance, confidence, and trust to operational stakeholders and the wider business.
- You will be responsible for ensuring business continuity, efficiency, quality and affordability across the design, installation and maintenance of these essential systems, ensuring our environment is healthy, legal, safe and comfortable.
- To have full responsibility for new service installations from design to operation, either delivered in house or using consultants and contractors, depending on project size. Projects range from lifecycle boiler replacement and £5m retrofits to £15m new build projects.
- To project manage new and replacement service installations, where appropriate working closely with the Building Project Manager to coordinate delivery of the whole project.
- To be responsible for advising design teams /direct contractors on services requirements on both new build and refurbishment projects. The school has embarked on an ambitious refurbishment project of its boarding houses and you will be responsible for managing the building services element of this project.
- Assessing prices and conducting tenders for services work and providing reliable budget information when project planning.

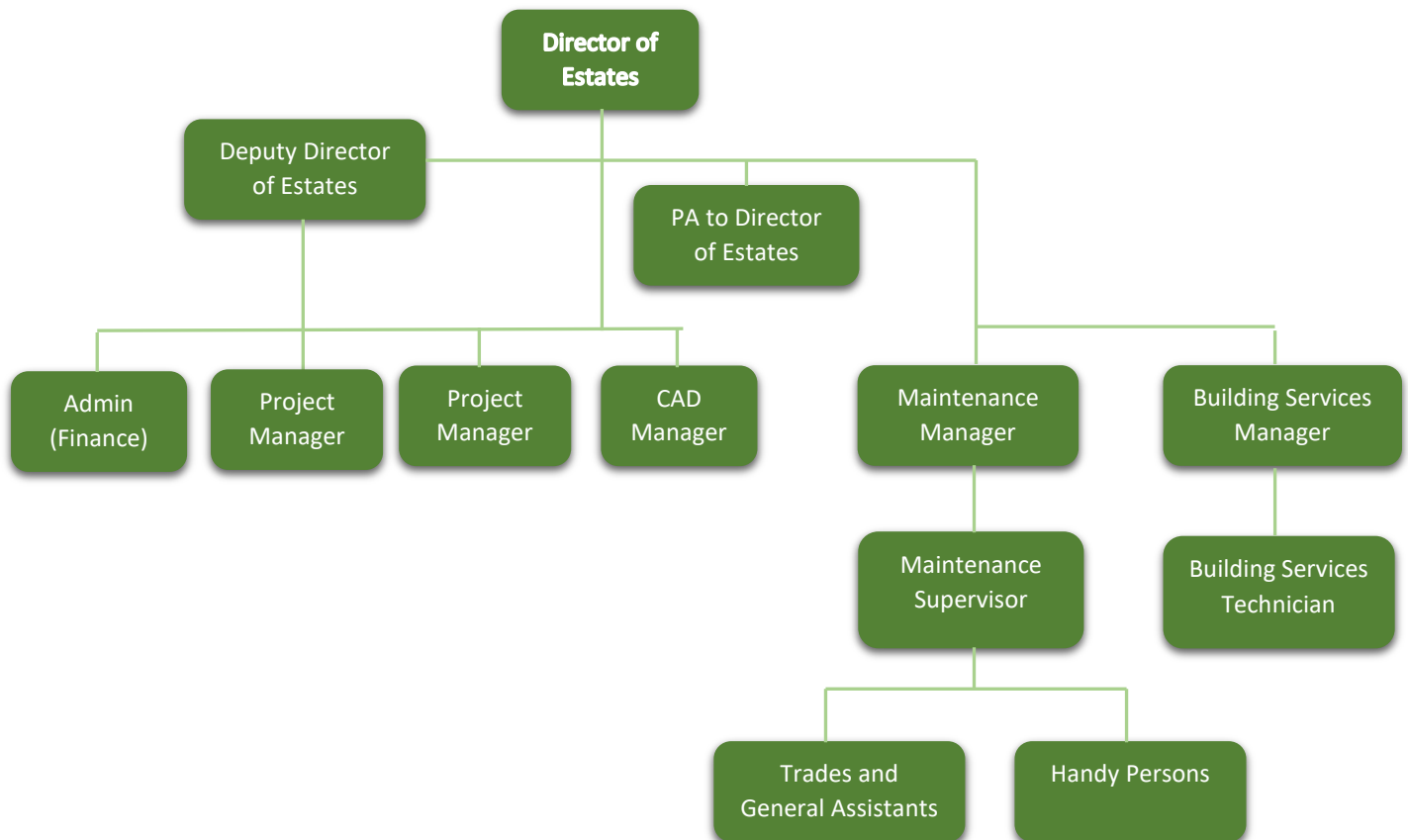
- Reviewing installation plans and equipment specifications to ensure they fully meet the School's needs.
- Work closely with the Maintenance Manager to ensure disruption to services is minimised
- Work Closely with IT technical services.
- With the support of the Department's CAD manager prepare drawings and plans.
- Where necessary you will be responsible for liaising with all utility providers.
- You will be responsible for promoting and driving energy efficiency through building controls and equipment/installation choices.
- A good understanding of BMS and Building Controls is required
- Responsibility for new kitchen and laundry installations.
- Checking and testing equipment installations.
- Collate and deliver building condition surveys that inform long term maintenance plans and inform the annual capital planning process, working closely with the Director of Estates.
- You will have a key role in delivering a sustainable environment and must be familiar with new technologies and statutory requirements.
- Liaise with consultants, contractors and the in-house team.
- You will prioritise Health and Safety and regulatory compliance and deliver statutory compliant buildings.
- Budgetary responsibility, reporting to the Director of Estates. Opex and capex budget management within the responsibility of the role.
- You will have responsibility for the BMS system.
- To undertake any other reasonable duties not specifically stated above.
- To be responsible for energy procurement and management and for the schools ESOS reporting (using a consultant)
- To have a flexible attitude towards working hours in the knowledge that out of hours attendance may be required to adequately support the delivery of the job requirements or to respond to major issues.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

RELATIONSHIPS

Internal	Director of Estates, Deputy Estate Manager, Maintenance Manager, Project Managers. Stakeholders, IT Department
External	Consultants, contractors, utility providers

ORGANISATIONAL CHART



Qualifications and Experience:

- Diploma/degree or equivalent in Mechanical, Electrical or Building Services Engineering.
- Significant and relevant Engineering, M&E, Building Services and Estates Experience with deep understanding of building systems.
- Strong mechanically & electrically biased candidates with knowledge and understanding of fire safety systems.
- Knowledge & experience of current regulation and compliance requirements
- Detailed knowledge of building construction, mechanical and electrical installations.
- Strong knowledge of Health and Safety responsibilities
- Strong project management skills in planning and project oversight.
- A leader. A proactive communicator with the ability to work collaboratively in a multifunctional team.
- A high-performing, confident individual, able to build trusted relationships.

- As comfortable in a plant room alongside engineers and contractors as face to face presenting to Senior Stakeholders across the business.
- Ability to work under pressure, reactively to escalated situations and tight deadlines
- Long-term investment, condition and risk planning vision and ability.
- Excellent level of attention to detail and accuracy.
- Strong problem-solving ability.

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	Degree level qualification in relevant subject or very significant relevant experience	CIBSE membership	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Significant Building Services experience. Wide knowledge of M&E (possible Mechanical bias) Experience of new build, refurbishment, and lifecycle replacement projects Experienced BMS user. Energy procurement and management experience. Awareness and experience of sustainable building service solutions.	Experience in an educational, university or similar setting. Experience of working with Listed buildings Energy procurement and energy management experience. Good understanding of BMS and Building controls	Contents of the application form. Interview. Professional references.
Skills	Ability to organise own workload, prioritise and meet deadlines Strong project management skills Ability to communicate effectively with colleagues at all levels.		Contents of the application form. Interview. Professional references.

	A team player used to working in multi - disciplinary settings		
Knowledge	<p>Deep knowledge of M&E building services</p> <p>Energy procurement and management experience</p> <p>Fully conversant with all relevant legislation.</p> <p>Detailed knowledge of H&S in construction</p> <p>A willingness to keep up to date with new technologies</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<p>Comfortable with ownership and responsibility</p> <p>Calm under pressure and used to tight deadlines.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

Benefits.

Working at the school brings many benefits, some financial and others more intangible but equally vital for ensuring a good work life balance which is so often lacking in similar roles. You will be working here on site

every day and most days you will know when you will be home and won't have to endure the uncertainty of multi-site/location working. No flogging up and down the motorway and getting home / setting off at silly o'clock. You will be working in beautiful surroundings and in a workplace that prides itself on being a welcoming community.

Salary: This is a senior role for which a highly competitive salary, dependent on experience, is available.

Pension: A defined contribution scheme with employee contributions matched up to 6%

Life Insurance: 3 x salary payable upon death for members of the pension scheme.

Gym membership: On site gym free for staff members and low cost for family members.

School fees: After a qualifying period, subsidised fees for staff children, subject to Governor approval