
Services Manager
UCS Sites
Full Time, permanent



University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11), and the Pre-Prep (130 pupils: 3-7).

All three schools are in attractive locations. In 1891, the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The pre-preparatory branch is based nearby. All three schools fully use the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its pupils, value their individuality, and create a diverse and inclusive community. Academic results are excellent. Music and drama are very strong at UCS, and the school offers an outstanding range of co-curricular activities and enrichment opportunities.

JOB DESCRIPTION

1 JOB DETAILS

Job Title:	Services Manager
Hours:	Monday – Friday: 40 hours per week (7am – 4pm with 1hour unpaid lunch break) Occasional weekend and evening cover when needed.
Contract:	Permanent
Salary Range:	£38,000 -£40,000 (DOE)

Location: UCS Foundation: Frognal (Senior School), Junior Branch, Pre-Prep and Playing Fields.

2 JOB PURPOSE

Services Manager will oversee the management and upkeep of the school's physical facilities, ensuring provision of a safe, clean, comfortable and fit for purpose learning environment. This role involves coordinating internal services such as caretaking, security and maintenance, while also managing overseeing externally provided services. The Services Manager will liaise with all departments across the UCS Foundation to ensure that the school's spaces are well-maintained and managed for the benefit of all staff, students and visitors.

3 KEY RESPONSIBILITY AREAS

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.

Caretaking:

1. Management of UCS caretaking Team (seven caretaking staff including Services and Maintenance Supervisor)
2. Ensure that all caretaking shifts are covered on a rolling 2/3-monthly rota basis.
3. Ensure cover for any sickness absences – particularly important for evening and weekend shifts.
4. Ensure all sites are securely locked and alarmed every night.
5. Ensure all internal event set up requirements as per agreed schedules and all external hires have adequate caretaking support.
6. Carry out weekly fire alarm test at the Senior School (currently 7:30am on a Friday) and ensure daily and weekly fire safety checks are completed by the Caretaking team.
7. Fire Warden and keyholder duties
8. Effective monitoring of Helpdesk system to ensure an efficient and timely response to ad-hoc jobs.
9. Ensure the upkeep of all areas, internal and external.

Maintenance:

1. Line manage the maintenance team and their tasks (two maintenance personnel).
2. Maintaining an up to date register of all service contracts including reports and compliance documents.
3. Liaising with the Housekeeping Manager to ensure smooth operations between cleaning, maintenance and caretaking.
4. Ensuring that UCS services functions operate within the Government Health & Safety regulations including maintenance of relevant files.
5. Liaise with all Estates team members and provide caretaker support where needed.

6. Management of all UCS vehicles including their access, movements on site, parking and maintenance of relevant paperwork.
7. Working closely with all the Estates teams to ensure the UCS Foundation is presented and maintained to a high standard
8. Providing support to UCS Active with commercial events

Security:

1. Security management (including line management of 2 Access Controllers): ensuring opening and lock up duties and key management.
2. Waste Management and Environmental - effective management of waste disposal, re-cycling and shredding of documentation. Management of the School's Waste Disposal contractors.
3. Manage and monitor all school keys.
4. Manage on site parking provision and permitting system.
5. Manage the CCTV and Intruder alarm services provision.

Other responsibilities:

1. Maintaining the Services budget within agreed limits.
2. Procurement and management of all materials required for caretaking and maintenance including furniture.
3. Stock control and management
4. Other duties that may occasionally be requested by the Head of Estates.

5 REQUIREMENTS FOR THE POSITION

- Proven organisational skills – plans, organises, prioritises in a productive manner.
- Excellent communication and interpersonal skills.
- MS Office IT experience.
- Experience of working in a Caretaking and services function.
- Proven ability to effectively lead a team.
- The ability to work independently with little supervision.
- Flexibility and adaptability to meet the requirements of the role
- Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to contribute and work with others.

Child Protection

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

Salary and Benefits

UCS has its own competitive salary scale. The payment for this post will be dependent upon qualifications and experience, but will be above the national scale.

While the school does not offer accommodation, schemes are in place to assist staff members with loans for house purchase. The school is similarly prepared to offer loans to help with daily travel expenses. In all cases, eligibility for financial assistance is carefully and independently scrutinised, and every effort is made to assess the needs of individual applicants.

If admitted to the school, the children of UCS staff may be educated at reduced fees.

All members of staff are entitled to membership of *UCS Active* (the private Health & Fitness Club based in the Sir Roger Bannister Sports Centre) at a heavily reduced rate.

Arrangements for the Appointment

In addition to completing the accompanying form, applicants should provide a full Curriculum Vitae and a supporting letter. **The closing date for applications is June 06, 2025, 05:00 pm** However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome.