



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Estates Maintenance Manager Candidate Information Pack



Awarded Excellent in quality
of pupils' personal development

– ISI Inspection 2020

INTRODUCTION

The Mill Hill School Foundation are looking to recruit an experienced Maintenance Manager. You will report directly to the Estates Manager. This exciting and rewarding role will see you being involved in several different aspects across the Foundation.

Closing date for applications: 9.00am on Wednesday 15 December 2021

Start date - as soon as possible

The School also reserve the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Reporting to

ESTATES MANAGER

Hours

40 HOURS PER WEEK (AS
REQUIRED)

Contract Type

PERMANENT, FULL TIME

Salary

UP TO £40,000 PLUS
ACCOMMODATION

Holidays

25 DAYS ANNUAL LEAVE
PLUS STATUTORY BANK
HOLIDAYS PLUS AGREED
DAYS OVER THE
CHRISTMAS AND NEW
PERIOD

Pension

CONTRIBUTORY STAKE-
HOLDER PENSION SCHEME

THE FOUNDATION

The Mill Hill School Foundation consists of five independent schools offering co-education from 3-18-year-olds, these include Grimsdell, Belmont, Mill Hill School, Mill Hill International and Cobham Hall. Combined, the schools have circa 700 staff and circa 2000 pupils.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



MAIN DUTIES AND RESPONSIBILITIES

Purpose

- > Lead, manage and organise the in-house maintenance team and the day-to-day activities to maximise the productivity to the Foundation
- > Provide and manage all in-house maintenance services to the agree service specifications and service levels as effectively as possible
- > To coordinate the operational delivery of estate's activities across the Mill Hill School Foundation in line with the current SLA's standards, targets and frequencies
- > To ensure delivery of a high consistent quality of service across the Mill Hill School Foundation, demonstrated by high performance; high customer/ user satisfaction
- > To deliver the day-to-day operation and supervise all estates activities and tasks across the Mill Hill School Foundation ensuring information, systems and records are maintained current and services are delivered to a consistent standard
- > To induct and brief all third party providers along with supervision and monitored to comply with the Mill Hill School Foundation policies and standards of work
- > To organise estates staff and assist them in carrying out all estate's operations
- > Be aware of the budget in collaboration with the Estate Manager

Key Responsibilities include:

Manage all aspects of planned and unplanned maintenance and repairs

- > To insure all inspections, tests, servicing, surveys and assessments are completed to ensure statutory requirements and key actions and recommendations provided are actioned timely to support full compliance
- > To organise, coordinate, lead and deliver tasks, duties and activities timely to meet the SLA, statutory compliance, planned and reactive tasks
- > The coordination of third party contractors in all aspects to respond to emergencies, undertake planned maintenance and compliance activities, undertake remedial repairs and works
- > To be a key holder and first responder both in hours and out of hours emergencies and call out issues
- > Managing of minor building projects
- > Ensuring the Mill Hill School Foundation is always fully compliant with regards to ISI, H&S, and all elements of legislation as required in this role
- > Acting as the Foundations' representative with maintenance and repair contractors. Ensure that sites are maintained in a good, presentable, safe and operational standard at all times. Support, motivate and mentor the Estates Maintenance staff, ensuring they receive adequate training and direction

Contractor Engagement

- > Tendering, appointing and overseeing contractors to a planned and agreed schedule of works as and when required
- > Supervising and managing external suppliers where appropriate and ensure their performance in accordance with specifications, Health and Safety legislation and budgets
- > Monitoring, mentoring and supporting the performance of all contractors against their SLA's (service level agreements) and KPI's (Key Performance Indicators)
- > Supporting the Estates Manager, maintaining the register of Disclosure and Barring Service (DBS) documentation for contractors

Estate Management

- > Overseeing the daily maintenance and repairs of all areas of the Estate, including managing of minor refurbishment requests to ensure they are completed within the agreed time scale
- > Supporting the Estates Department in managing the intruder alarms, coded door entry systems and general security of the estate
- > Working closely with the Estates Manager to prepare or have prepared plans and specifications for minor works and repairs

Health and Safety

- > Supporting the Estates Manager and the Health and Safety Manager on all aspects of Health and Safety
- > Carrying out contractor Health and Safety site inductions
- > Managing and arranging for access control to roofs, plant rooms, confined spaces, working at height and anywhere needed to carry out work by both internal staff and contractors
- > Actively managing key functions, to ensure appropriate compliance with health and safety legislation. This responsibility includes reviewing all risk assessments, method statements (RAMS), contractor safety checks and fire safety checks
- > There are specific rules, risk assessments, method statements, COSHH and requirements relating to health, safety and hygiene for the Estates Department and it's contractors to follow, these need to be managed by the Maintenance Manager with the support from the Estates Administration

The Environment

- > Supporting the Estates Manager by ensuring compliance with all relevant waste legislation and forward planning to ensure future compliance
- > Managing waste from contractors, making sure it is removed as per their maintenance contract

Maintenance, Repairs and Improvements

- > Overseeing all PPM's (Planned Preventive Maintenance) including the preparation of planning schedules and cost and procuring contractors
- > Responding to all emergency reactive calls. • Driving the productivity of the Estates Team ensuring that the Foundation boasts 'best in class' facilities and grounds
- > Attending quickly and without delay to defects, repairs and requests reported via the Maintenance Request system (Every)

BMS (Building Management Systems)

- > Managing and monitoring the BMS and standalone plant controls
- > Reporting BMS issues and repairing them in a timely manner
- > Managing the BMS maintenance service which is carried out by an appointed specialist contractor.
- > HVAC (Specialised Maintenance)
- > Managing and monitoring, plant
- > Producing a full asset list and keeping it up to date
- > Managing planned preventative maintenance (PPM's) services which is carried out by an appointed specialist contractor
- > Reporting issues and repairing them in a timely manner

Record Keeping

- > Managing and monitoring an effective record keeping structure, set out by the Estates Manager.
- > Supporting the Estates Administrator to prioritise the jobs and delegate them appropriately amongst the team
- > Keeping records available electronically, for inspections by the Estates Manager

Office Duties

- > Scheduling of all legal compliance work, maintaining and reviewing records throughout the year to ensure all compliances are up to date e.g. water, fire, gas, electrical and asbestos
- > Monitoring and supervising the upkeep and maintenance of all plant, equipment, vehicles and stores
- > Monitoring and supervising the upkeep of buildings, working with the rest of the estates team, developing a planned programme of improvements produced as a result of regular defect inspections as set out by the Estates Manager
- > Undertaking such other duties as set out by the Estates Manager
- > Working with colleagues to promote and maintain high standards of professionalism in the operation, maintenance and development of facilities and estates
- > Positively promoting the Mill Hill School Foundation on all appropriate occasions. Ensuring that all school events planned receive the necessary and prompt support of the Estates team to ensure their smooth and efficient operation
- > Ensuring that all contractors, whilst on site, are compliant with the school's Contractors' Policy and that all aspects of H&S are strictly observed
- > Establishing, maintaining and accounting for stock and appropriate tools
- > It will be the shared task of the Maintenance Manager and Estates administration team to ensure that all work is carried out within budget and to the Mill Hill School Foundation's satisfaction

PERSON SPECIFICATION

Qualifications, Skills, Knowledge and Experience:

- > Experience of working with critical building systems (fire alarms, BMS, access control) is essential
- > Health & safety qualification and membership to a technical body. (IOSH or NEBOSH)
- > Knowledge of legislation concerning tendering limits and procedures and financial regulations and procedures relating to tendering and quotation levels
- > The ideal candidate would have at least 3 years in management, supervisory role within relative fields
- > Able to work under own initiative, under pressure within structured timescales, have a high-quality approach to work
- > Customer focused, generates new ideas and working practices to exceed client expectations without being prompted
- > Good communicator able to listen to customer needs and summarise technical building issues in simple easily understandable terms

IT Equipment / Software

- > Experience of using Microsoft Office, Excel, Word, Outlook, knowledge of CAFM programmes



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Wednesday 15 December 2021**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **applications@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1176
millhill.org.uk

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