

POST TITLE

Building Services Engineer

RESPONSIBLE TO

Estates Manager

LEH

LADY ELEANOR HOLLES

MAIN PURPOSE OF JOB

The Building Services Engineer will be responsible for coordinating the effective maintenance and operation of the School's HVAC, plumbing, and M&E infrastructure. This is a hands-on role, requiring technical expertise and the ability to support the wider maintenance team in responding to general maintenance requests. The role involves contractor management, as well as assisting with the school's decarbonisation strategy and contributing to energy efficiency improvements.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).





LEH

LADY ELEANOR HOLLES



Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

PLANNED PREVENTIVE MAINTENANCE & REACTIVE REPAIRS

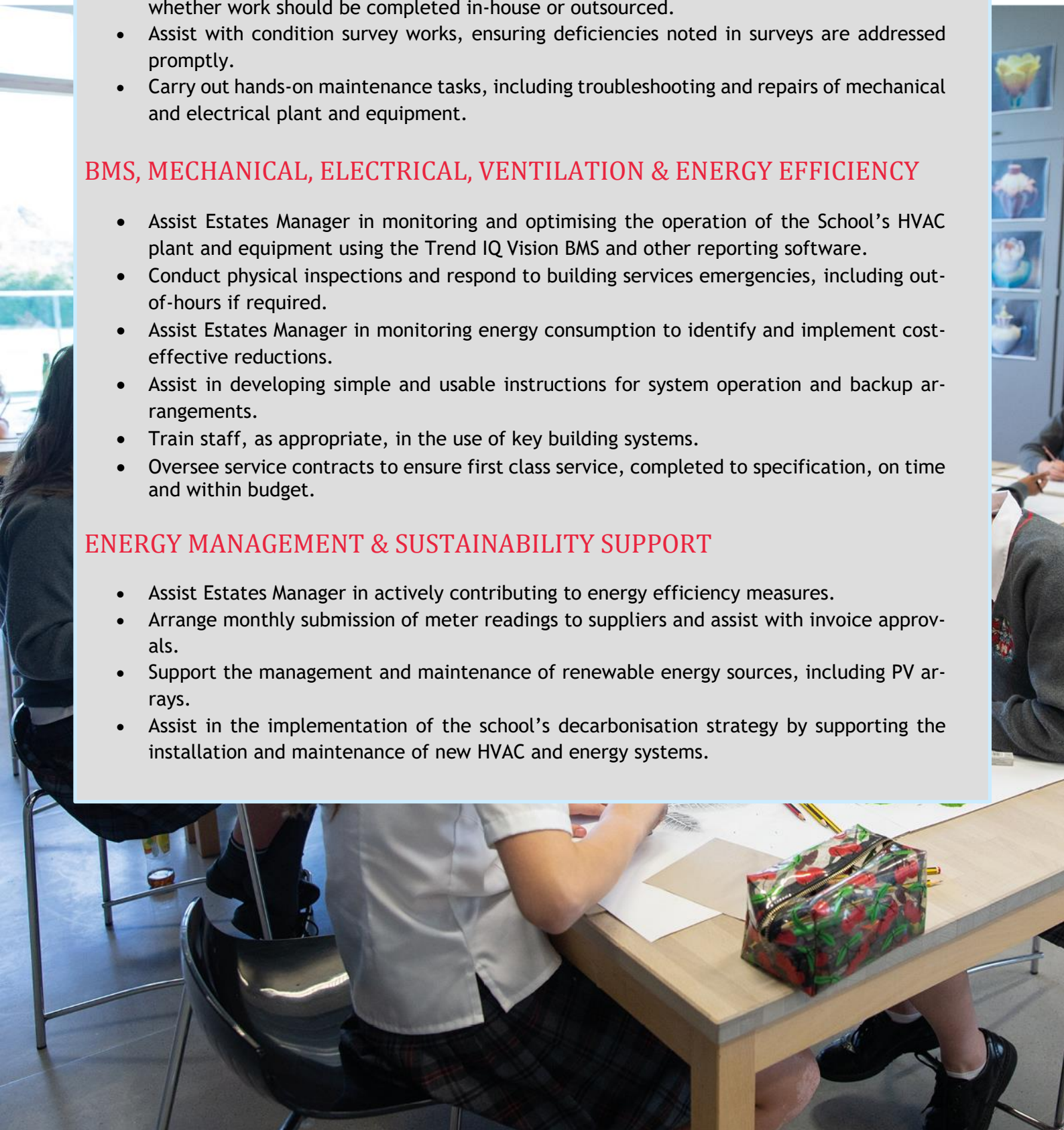
- Hold and maintain accurate records of all maintenance for HVAC, plumbing, and solar panel systems.
- Ensure periodic maintenance and inspections are completed on time.
- Identify opportunities to improve system efficiency and discuss with the Estates Manager whether work should be completed in-house or outsourced.
- Assist with condition survey works, ensuring deficiencies noted in surveys are addressed promptly.
- Carry out hands-on maintenance tasks, including troubleshooting and repairs of mechanical and electrical plant and equipment.

BMS, MECHANICAL, ELECTRICAL, VENTILATION & ENERGY EFFICIENCY

- Assist Estates Manager in monitoring and optimising the operation of the School's HVAC plant and equipment using the Trend IQ Vision BMS and other reporting software.
- Conduct physical inspections and respond to building services emergencies, including out-of-hours if required.
- Assist Estates Manager in monitoring energy consumption to identify and implement cost-effective reductions.
- Assist in developing simple and usable instructions for system operation and backup arrangements.
- Train staff, as appropriate, in the use of key building systems.
- Oversee service contracts to ensure first class service, completed to specification, on time and within budget.

ENERGY MANAGEMENT & SUSTAINABILITY SUPPORT

- Assist Estates Manager in actively contributing to energy efficiency measures.
- Arrange monthly submission of meter readings to suppliers and assist with invoice approvals.
- Support the management and maintenance of renewable energy sources, including PV arrays.
- Assist in the implementation of the school's decarbonisation strategy by supporting the installation and maintenance of new HVAC and energy systems.





BUDGET & PROCUREMENT SUPPORT

- Assist with procurement by providing technical input on necessary materials and services.

CONTRACTOR MANAGEMENT & COMPLIANCE

- Help select and oversee contractors engaged for preventive or reactive maintenance.
- Ensure work carried out by contractors meets the required safety and quality standards.
- Work alongside the Estates Manager to coordinate major maintenance projects and end-of-life system replacements.

GENERAL

- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

SAFEGUARDING

- Adhere to the School's safeguarding policies and complete any necessary training.
- Ensure that all work carried out complies with health and safety regulations and best practices.
- Ensure the safeguarding and well-being of children and young people at the School in accordance with school policies.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Relevant qualification in building services engineering, mechanical or electrical engineering (HNC/HND, NVQ Level 3)		✓	AF / I
Membership of a relevant professional body (e.g., CIBSE, IET, IMechE)		✓	AF / I
Proven experience in building services engineering, facilities maintenance, or a similar role	✓		AF / I / R
Experience with HVAC systems, electrical systems, and plumbing maintenance	✓		AF / I / R
Experience managing contractors and service agreements		✓	AF / I / R
Experience working in an educational setting		✓	AF / I
Experience in managing renewable energy systems (solar PV, heat pumps, CHP)		✓	AF / I
Strong understanding of planned, reactive, and compliance maintenance	✓		AF / I
Knowledge of Health & Safety regulations and compliance (e.g., PUWER, LOLER, COSHH)		✓	AF / I
Proficiency in BMS (Trend IQ Vision)		✓	AF / I
Ability to diagnose and resolve technical issues across M&E systems	✓		AF / I
Strong IT skills including MS Office and CAFM systems	✓		AF / I
Knowledge of sustainability and energy efficiency practices		✓	AF / I
Excellent communication and teamwork skills	✓		AF / I / R
Strong problem-solving and decision-making ability	✓		AF / I
Ability to work under pressure and prioritise workload effectively	✓		AF / I
Flexible approach with willingness to oversee emergency callouts	✓		AF / I
A proactive attitude with a commitment to high standards	✓		AF / I



MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a full-time, permanent position. The working hours are from 8.30 am-5.00 pm, Monday to Friday, 37.5 hours per week for 52 weeks a year. There will also be a requirement for the postholder to be on call in case of emergencies.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The salary range for this role will be £35,319 - £40,026 per annum (dependent on experience).

Holiday Entitlement

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays. Holidays would normally be taken out of term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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