



THE PERSE SCHOOL CAMBRIDGE



Building Services & Compliance Officer

CANDIDATE PACK



The Perse comprises three schools; the Upper, Prep and Pelican, and operates across five sites in and around Cambridge, including the Porson Road and Abington playing fields. The School has some 1,750 pupils on roll and employs approximately 450 staff.

In addition to the day to day operation of the schools the Perse oversees a busy programme of events, holiday camps, community outreach activities and commercial projects including the hire of its facilities to third parties. Continuous improvement and development are at the heart of the School's approach. The safety of pupils, staff and visitors to the site is paramount.

The Estates Department

The Perse School's Estates Department is based at the Upper School site on Hills Road, Cambridge. Led by the Director of Estates, the department consists of Estates Management, Maintenance and Grounds & Gardens personnel.

The purpose of the Estates Department is to ensure that the School sites provide a safe, attractive and well-maintained environment for pupils, staff and visitors. This is achieved by ensuring the real estate is routinely enhanced and kept in safe working order. We aim to undertake all of this to the highest standard and keep quality and safe work at the forefront of our approach.

JOB DESCRIPTION

Responsibility

As a member of the support staff, the Building Services & Compliance Officer's ultimate line manager is the Bursar, although day-to-day responsibility will be to the Building Services & Energy Manager.

Job Purpose

Based within the Estates team, this post is designed to support the safe, efficient and compliant operation of the school estate and promote quality in building services, minor works and compliance.

The successful candidate will play a large part in ensuring various building services support end user requirements and are effectively serviced and maintained. This will include proactive and reactive support and supervision of planned upgrades.

The post holder will be further expected to support this via undertaking certain compliance checks, personally completing or logging associated repairs where suitable, managing contractors on site to ensure compliance in more specialist areas, creating action plans where remedial work is required and ensuring evidence and record keeping of estates compliance is clear and well ordered.





Duties & Responsibilities

- Review the school's existing compliance procedures and planned preventative maintenance (PPM) schedule, advising where adjustments and additions may be made.
- Develop a good working understanding of building services including amongst other items BMS, intruder alarms, HVAC, heating and hot water plant, lifts and the fire alarm system.
- Provide oversight of minor works projects relevant to building performance and efficiency.
- Undertake regular compliance checks including fire door and emergency lighting inspections and water flushing programmes.
- Manage contracted compliance inspections and servicing including fire risk assessments, passenger lifts (LOLER), PAT Testing and fixed electric testing.
- Ensure contractor paperwork checks are suitable, reviewed and recorded, e.g. insurances, gas safety certification or asbestos awareness qualifications.
- Effectively review, file and manage record keeping for ease of review and presentation. This may incorporate CAFM systems and hard copies where relevant.
- Report on compliance progress and status informing an Estates compliance risk register and estates management.
- Develop, monitor and review workplace inspections, including PUWER related items and general safety based real estate inspections.
- Support the Director of Estates and the Building Services and Energy Manager in ensuring the school is compliant with relevant legislation.
- Inform and review relevant compliance-based policies and procedures.
- Create action plans to work the school towards a point of compliance wherever remedial works are suggested. Undertake certain remedial works where suitable, e.g. applying fire signage.
- Take regular utility and green technology meter readings.
- Maintain and manage certain permit to work items for the school, such as roof access or hot works permits.
- Undertake both Health & Safety and condition based building inspections.
- Provide project support where compliance-based insights will be beneficial.
- Any other duties as may reasonably be requested and which fall within the postholder's area of competence.





Key Compliance Responsibilities

COSHH	Utility meters	LEV	Fire alarms	Machine checks
Passenger and other lifts	Estates vehicles	Boilers	Gas supply/safety	Water supply
Access equipment	Automated doors/gates	PUWER	Duct work	Sports equipment
Fall arrest systems	Fire appliances and suppression	Generators	Emergency lighting	Air conditioning
Asbestos Management	Play equipment	Lightning protection	PAT Testing	Fixed electric testing
RPZ valves	Water hygiene	Kitchen fire shutters/extract	F-gas regulations	Swimming Pool
LOLER	FRA's	Fire extinguishers	Fire signage	TMV's

Other

- Training – be willing to maintain an excellent understanding of underpinning legislative requirements and be trained in other areas the school would require, for example, safeguarding, working at heights, manual handling or first aid.
- Flexibility – there will be times when this role requires flexibility, be that with hours or approach due to the operational parameters we work within or contractor-based items.
- Out of hours support – though seldom called upon, out of hours attention relating to items such as, fire alarms, intruder alarms, BMS settings, utility issues and general building services may at times be required.
- To work in a manner ensuring the safety of oneself and those around them and following any risk assessments and policies outlined by the School.
- Support the school operation – for example in the case of adverse weather, power cuts, blocked drains etc.
- The Estates Team and therefore this position has a responsibility to support important school events, and therefore it may be requested for the team to work on Open Days, conferences or similar.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remain up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Full UK driving licence	✓	
Qualification relevant to compliance	✓	
H&S qualifications eg NEBOSH		✓
Experience		
Has worked in compliance and/or quality control	✓	
Has worked in facilities management	✓	
Experience in educational settings		✓
Skills/attributes		
Work effectively in teams	✓	
Is self-motivated and uses initiative	✓	
Can be flexible and work to changing priorities and deadlines	✓	
Excellent commitment, reliability and time-keeping	✓	
Clear confident communicator	✓	
Excellent administrative, IT and organisational skills	✓	
Quality focussed right first time mindset	✓	





Job Specific Terms and Conditions

Working Hours

This role is full time for 37.5 hours per week. Normal working hours are 07:00 – 15:30, with a 1 hour unpaid break.

You may be required to work such additional hours as the needs of the job require. In exceptional circumstances and where appropriate, time off in lieu may be given with the agreement of the Director of Estates and the prior approval of the Bursar.

Salary

The salary for this role is £30,000—£35,000. The starting salary will reflect the experience and skills of the appointed candidate.

Holidays

Paid holiday entitlement is 30 days plus bank holidays per annum, with 5 days to be taken at Christmas and the balance as agreed with the Director of Estates.

Other benefits

- Pension scheme with employer contributions of 13.75.
- Death in service of 3 x salary.
- Free lunch in term time and certain periods of the school holidays.
- Free on site parking (subject to availability).
- Cycle to work scheme.
- Free access to fitness suite and swimming pool during times set aside for staff only use.





Application process

Please click on [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at recruitment@perse.co.uk.

Closing Date

The closing date for applications is **Monday 21st September at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

