

St Helen's School

CONTRACTS MANAGER

St Helen's would like to appoint a Contracts Manager for this leading independent girls' day School.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress



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THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE POST

The Contracts Manager will work closely with the Estates Manager to identify and select approved contractors. Ensure that works carried out across the school's site are to agreed industry standards, specifications and schedules, including checking that correct materials are used and the workmanship is of the highest quality and delivers value for money.

The job holder must have a working knowledge of health and safety legislation and bring any shortfalls observed to the attention of the Estates Manager.

Reporting to: The Contracts Manager reports directly to the Estates Manager and liaises on a day-to-day basis with the School's Maintenance team, contractors, and other site-based teams e.g., Site Officers.

Tasks and responsibilities:

Oversee all works on campus, accompanying, assisting, and overseeing engineers as required, checking that works have been performed to a sufficient industry standard. Make all necessary arrangements for the timely completion/resolution of any defects and recommendations and authorise payments, with specific responsibility for the following:

Fire Risk Assessment Actions

- Review annual FRA (130 actions) and implement those actions which require works on site e.g., door upgrades and replacements; additions/changes to FFE provision; additions/ changes to FA installations; additions/changes to fire signage; compartmentation works.

Domestic Water Systems Risk Assessment Actions

- Review Legionella RAs (150 actions) and implement those actions which require works on site e.g., tank clean and chlorination's; amendments to pipework; installation of TMVs; pipework and tank insulation; tank upgrades; asset labelling.
- Liaise with Head of Maintenance reworks that can be achieved in-house.

Domestic Water Systems

- Prioritise and implement works arising from water systems routine checks, e.g., from the monthly temperature monitoring; routine sampling; tank inspections; doser inspections; TMV servicing.

Routine maintenance and service inspections

- Liaise with Estates Administrator regarding routine service inspections.
- Identify and prioritise defects/recommendations arising from routine inspections of e.g., intruder alarms, fire alarm systems, mobile



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partitions, auto doors, fire curtains, stair vents, external escape stairs, passenger lifts, retractable seating, petrol interceptor, FFE, auto gates, LPS, edge protection/fall arrest, LEV etc.

Heating, ventilation, and air-cooling plant inc controls (260 assets)

- Liaise with Estates Administrator regarding routine service inspections.
- Identify and prioritise defects/recommendations arising from routine inspections of e.g., boilers, pumps, sumps, strainers, valves, pressurisation units, expansion vessels, plate heat exchangers, AC units and external condensers, HRUs, BMS systems, AHUs.

Electrical installations

- In conjunction with the Estates Administrator (EA), ensure that the electrical fixed installation testing schedule is maintained.
- Prioritise code faults detailed in the test reports and implement rectification works.
- Work with EA to maintain appropriate records.

Contractor management and H&S documentation

- In conjunction with the Estates Administrator, ensure that approved contractors' H&S documentation is current, suitable, and sufficient (RAs, Method Statements, Safe Systems of Work, contractors' work areas and welfare provision, evidence of training).
- Oversee site works to ensure that site operations are carried out in accordance with RAs, MSs and current H&S legislation.
- Identification and selection of approved contractors.

Commissioning, management and sign-off of small works

- Engage and oversee contractors in the completion of small works, e.g., fencing, groundworks, tarmacking, hard-landscaping repairs, line-marking, additional mechanical and electrical installations e.g., ventilation, emergency lighting, plant renewals.
- Ensure all relevant certification is received.

Guarantees and warranties

- Compile and maintain a directory of warranties on plant, fittings & fixtures, luminaires, roof coverings etc.

Finishes schedule

- Compile and maintain a directory of existing finishes (wall colours, flooring specs) for all School buildings.

General Duties:

- Maintain up to date knowledge of industry developments and best practice.
- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the School's Child Protection Policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- Assume other duties which may be reasonably required or delegated by the Estates Manager from time to time.

HOURS

37.5 hours per week, Monday to Friday, throughout the year.

SALARY

£38,000 - £41,000 per annum, depending on experience

THE PERSON

QUALIFICATIONS, EXPERIENCE AND SKILLS

Requirement	Essential	Desirable
Education and professional qualifications	IOSH qualification in managing/working/construction safety Work at Height training (PASMA, IPAF) COSHH	Craft or technician qualification, such as City & Guilds, NVQ/SVQ Level 2 or 3 BTEC/SQA national award



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	<p>Asbestos management</p> <p>Fire safety regulations (as they apply to doors, building compartmentation and escape routes, alarm systems, electrical installations, gas appliances)</p> <p>Domestic Water Hygiene regulations and requirements</p> <p>Familiarity with Building Control requirements</p>	<p>BTEC/SQA higher national award</p> <p>Foundation or honours degree</p> <p>Some knowledge of mechanical and electrical building services</p>
Experience	<p>Minimum 15 years' experience of managing contractors and site works, including knowledge of materials, trades, methods and legal requirements</p> <p>Ability to review contractor RAs and, where necessary, produce RAs</p> <p>Ability to review technical reports and prioritise recommendations</p>	<p>Schools or the education sector experience</p> <p>Up-to-date knowledge of changes in construction methods and statutory legislation</p>
Skills	<p>Excel, Word</p> <p>Good oral and written communication skills</p>	<p>Training/Instructional skills</p>
Personal attributes	<p>Highly proactive and positive</p>	<p>Prepared to be involved in the wider life of the school</p>

	<p>Professionally credible, with a calm, persuasive, and effective approach</p> <p>Excellent attention to detail</p> <p>Thorough and methodical</p> <p>Persistent</p> <p>Excellent organisational skills</p> <p>Expectation of high standards in completed works/finishes etc</p> <p>Good memory</p> <p>Problem solving skills</p> <p>Sympathetic to the School's aims and ethos as well as girls' independent education in general</p> <p>Able to adapt to the culture and environment of an independent school</p> <p>Flexible and able to respond to issues outside of core hours</p> <p>Able to support occasional weekend and evening works</p>	
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St Helen's School

	Resilient in the face of challenges	
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BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (subject to spaces and entrance exams. Pro rata if part time.)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

APPLICATION DEADLINE

Closing date: 8.00am Tuesday 9th August 2022. Please apply at your earliest convenience as we reserve the right to close the vacancy early should we reach our maximum number of applicants, or we find the right candidate.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed and assessed by the Estates Manager and other Senior members of the Business Team. They will also be given a tour of the school.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK

If you have any queries about this position, please contact the school at recruitment@sthelens.london

