

Candidate pack

Group Building Services Manager

Stowe



Our Vision and Ethos

We are Change Makers

Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.



Dr Anthony Wallersteiner
Head of The Stowe Group

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and colleagues have a heightened awareness of their social and environmental responsibility in preserving our unique ecosystem. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

“Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures.”

THE *Stowe* GROUP

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire. Across the four schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The Schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.



Stowe



SWANBOURNE HOUSE
BUCKINGHAMSHIRE



**WINCHESTER
HOUSE**




ASHFOLD
SCHOOL



PROFESSIONAL

CREATIVE PROBLEM SOLVERS

KIND

FLEXIBLE

COLLABORATIVE

COMMUNICATORS

We are Change Makers

who are:

Job details

Appointment of: Group Building Services Manager

Department: Estates

Hours of work: 37.5 hours (with occasional out of hours work)

Accountable to: Group Head of Estates

Job Grade: 3

Location: Stowe School (with travel across School sites)

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Purpose of the role

The Estates Building Services Manager is responsible for the safe and efficient delivery of building services maintenance and small building projects to the buildings and facilities at Stowe School, ensuring that project, budget and programme objectives are achieved and that all relevant legislation and best practice is followed.

They will directly manage the Building Services Maintenance team and will provide support to all other Estates team members and stakeholders.

To have a dotted line connection to the Prep Schools to provide project and technical support.



Key tasks

General

- The operational management, maintenance and monitoring of the Stowe School buildings services. The building services managed by this role include heating, ventilation, air conditioning, electrical and lighting, lifts, plumbing, water supplies, drainage and sewage.
- To assist the Group Director of Estates, and the Estates teams to ensure that the upkeep and statutory compliance of all buildings and infrastructure in and around the school and any other properties that the school may have at their disposal, are fully maintained.
- To report to and support the Group Head of Estates to ensure that the Stowe Estate is maintained to very high standard, and to provide high quality services to all members of the Stowe Group Community.
- To be an active member of the Estates Maintenance Team.
- Work with stakeholders, statutory authorities, the local authority, the National Trust and other third parties in a collaborative manner, attend meetings with the same as required.
- To carry out all work in a professional manner, and fully in accordance with the appropriate standards and legislation.

Management

- To support and manage the Building Services Maintenance Team, to ensure that the Stowe Estate is kept fully maintained to a high level of presentation and statutory compliance, and that all works are cost effective and undertaken within agreed programmes. Prepare and manage work plans.
- To note the repairs and work identified on the works portal, and via the annual project programme, and in conjunction with the Building Services Maintenance Team ensure that works are prioritised and completed within budget and programme.
- Ensure that department risk assessments are kept up to date and relevant, and that the risk assessment process is fully adhered to.
- To undertake daily work briefings with the Building Services Maintenance team, ensure that all daily and project risk assessments are undertaken, ensure that safe work practices are always undertaken, and ensure that the Permit to Work process is followed, and any other relevant processes and procedures.
- Ensure that the Building Services Maintenance Team operate fully in compliance of all Stowe Group Policies, including but not limited to Asbestos, Fire Safety and Safeguarding.
- To support the Group Head of Estates in undertaking Building Services Condition Surveys and inspections of the Stowe Estate and jointly develop and annually review Planned Preventative Maintenance (PPM) Schedules.

Management continued

- Manage and supervise PPM schedules for electrical, heating and mechanical systems.
- Assist the Group Head of Estates with the preparation and submission of written and financial reports as required.
- Assist the Group Head of Estates with the management and upkeep of the Stowe Residential Accommodation Portfolio, including attending tenancy inspections as required, arranging building services repairs, and working with group stakeholders to ensure that landlord responsibilities are met.
- Carry out building services and health and safety inspections and provide reports as required.
- To assist the Group Head of Estates with the management of the asbestos register and to ensure that all asbestos management processes are followed by the Building Services Maintenance Team and contractors.
- Assist the Group Head of Estates to liaise with statutory bodies and provide information as required to ensure statutory compliance.
- To assist the Group Head of Estates in the development of Term Contracts, procurement and analysis of the same, and annual reviews in respect of building services matters.
- To ensure that all statutory inspection, processes and procedures are undertaken by the team and correctly recorded.



Management continued

- Ensure that building statutory compliance and best practice is always fully maintained.
- Undertake appraisals, set and review objectives for the Building Services Maintenance Team.
- Oversee the training matrix for the Building Services Maintenance Team, review all training needs and ensure that training requirements are maintained.
- Assist the Building Services Maintenance team in ensuring that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site.
- Liaise with maintenance and product suppliers as required.
- To use as effectively as possible ICT and be open to developing new ICT strategies to improve efficiency.
- To prepare reports as requested on services and energy consumption, including carbon footprint and fuel stock levels.
- To propose technical solutions for energy efficiency and improvements to the current building services systems.
- To deputise for the Group Head of Estates at meetings as required.

- To provide managerial cover for the Building Manager for holidays and sickness.
- To attend Operational Meetings as arising, provide reports for the same as required.

Financial

- Oversee and manage budgets as directed by The Group Head of Estates and provide financial reports as requested.
- To advise on utilities purchasing scheme and work directly with the Finance department on the same.
- Have financial accountability for delegated projects, manage budgets, agree Final Account and undertake valuations. Keep electronic records, programmes and trackers of all processes and actions.
- Ensure that allocated budget is used effectively across the financial year, and that any potential overspend is notified to the Group Head of Estates in good time.
- To manage the utilities and waste budgets.

Systems

- Support the Group Head of Estates to oversee the operation, maintenance and development of the Building Management Systems.

Projects

- For building services specialisms assist the Group Head of Estates to prepare Planning, Listed Building Consent and Building Control applications for minor projects.
- Assist the Group Head of Estates for building services matters in the delivery of small building projects (up to circa £100K). Assist in the preparation of feasibility studies and project plans, designs, funding requests, and tender documentation, including Preliminaries, Preambles, Scope of works/Designs and tender invitations.
- Request quotations and prepare tender analysis reports for building services matters as directed by the Group Head of Estates.
- For building services matters appoint external contractors and / or develop an in-house project team. Contract administer the works in accordance with the JCT Minor or Intermediate Form of Contract, ensuring statutory compliance, build quality and programme adherence. Undertake or assist the Group Head of Estates for project preparation, progress meetings and minutes.
- Ensure full adherence with the CDM Regulations 2015, and any subsequent health and safety legislative changes. Assist the Group Head of Estates in the role of Principal Designer and/or Principal Contractor, prepare Pre-Construction Information Packs for minor projects, and Construction Phase Plans for in-house projects.
- Liaise with external contractors, review and assess Risk Assessments and Method Statements for contractors, request and respond to changes and updates.

Ancillary

- Undertake any other work as reasonably requested by the Head, the Group Director of Estates or the Group Head of Estates.
- On occasions and as required visit one of the Group Prep Schools or off-site properties to aid and support.
- Enrol on the company Grey Fleet and use a company pool vehicle if available, or personal vehicle, provide insurance business cover for the latter. Comply with Stowe driving policies.
- To follow all health and safety instructions for work activities and for using vehicles, plant and equipment if required, report any health and safety concerns or faults immediately to the designated manager. Drive the Stowe vehicles as required and adhere to the driving policy.
- To be aware of, and comply with, the policies and procedures relating to safeguarding, health and safety and security.
- To be available on an ad hoc basis for out of hours support to the Estates Maintenance team and to provide out-of-hours technical advice to the providers of the primary call-out service via telephone on an as-needed basis.
- Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To have a dotted line connection to the Prep Schools to provide project and technical support.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons and will be to adhere to and always ensure compliance with the Stowe Groups Child Protection Policy.

Person specification The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to higher education level in a relevant discipline (minimum HND/HNC or equivalent) • Qualified to work in the UK • A full, clean driving licence 	<ul style="list-style-type: none"> • Member of CIBSE or equivalent specialist institution • MCIQB • SMSTS • Level 6 NVQ in Site Management • NEBOSH • Asbestos Awareness • Fire Safety • Legionella awareness
Specialist Skills and Experience	<ul style="list-style-type: none"> • Good demonstrable building services technical knowledge • Good demonstrable knowledge of the CDM Regulations • Previous experience in building services / construction management • Ability to diagnosis building services defects, specify repairs and manage remedial works • Ability to respond to a brief, prepare a design, and project manage small building services works • Knowledge and experience of contract administration and project management duties and responsibilities, from Project Feasibility to Final Account • Proven track record of budget management • Knowledgeable of Health and Safety regulations pertinent to the areas of responsibility, including the CDM Regulations 2015 • Ability to work in a fast-paced environment and to multi-task • Proven ability to work to high standards • Good written and reporting skills • Good skills for Word, Excel and Outlook 	<ul style="list-style-type: none"> • Previous experience working in a similar position in a school or similar • Previous experience supporting a school or similar in delivering building services maintenance • Knowledge of Building Regulations, Planning Permissions and Listed Building Consent • Experience of undertaking the role of Principal Designer / Principal Contractor • Good IT skills including Word, Excel and Outlook • Familiar with JCT Form of Contracts • Familiar with basic AutoCAD
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills with the ability to prioritise, plan, and organise your own workloads effectively to achieve objectives • Be able to work without supervision but also know your own limitations. • Hard working, punctual and reliable • Diplomatic and tactful • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Physically fit to meet the demands of the Estate size

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: March 2026



WINCHESTER HOUSE SCHOOL

Stowe



ASHFOLD SCHOOL

SWANBOURNE HOUSE

MILTON KEYNES

BEDFORD

ST NEOTS

BIGGLESWADE

ROYSTON

LETCHWORTH GARDEN CITY

LEIGHTON BUZZARD

LUTON

ASHFOLD SCHOOL

AYLESBURY

HARPENDEN

WELWYN GARDEN CITY

OXFORD

ST ALBANS

HARLOW

NORTHAMPTON

TOWCESTER

BEDFORD

ST NEOTS

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HARPENDEN

WELWYN GARDEN CITY

OXFORD

ST ALBANS

HARLOW



Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



Free School Meals

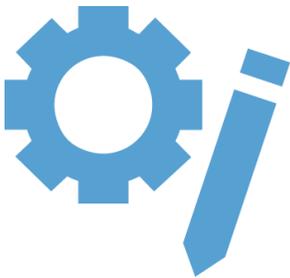
For colleagues working six hours or more during term time



Cycle2work scheme

(National Minimum Wage rules may impact eligibility)

Colleague benefits



Learning and development opportunities



Discounted School Fees

At Stowe Group schools

Access to the Stowe Library

Plus a range of online digital magazines and publications



Free annual flu vaccine



£89 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



Volunteer leave

Up to 2 days paid leave for volunteering



Employee wellbeing programme

Including free access to counselling services, physiotherapy and more

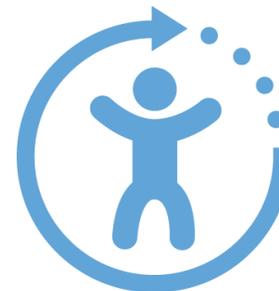


Shopping discounts

Through the 'Discounts for Teachers' website



Free refreshments



Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



Free gym and swimming pool use

For you and your family (Stowe colleagues only, specific times apply.) Free Yoga classes at Stowe.



We are change makers

THE *Stowe*
GROUP

Stowe School, Stowe, Buckingham MK18 5EH
01280 818100 www.stowe.co.uk

Stowe School 01280 818

SECURITY

BARBARIAN