



TONBRIDGE
SCHOOL

DEPARTMENTAL LEAD: MAINTENANCE SERVICES

Estates Department



THE DEPARTMENT AND POST

To achieve the School's aims, its facilities need to provide the best possible learning environment for the boys and teaching facilities for the staff, support excellent pastoral care, and make the School feel welcoming, safe and easy to get around.

The School's facilities are on an extensive campus close to the centre of Tonbridge and include many important historic and impressive buildings, 11 of which are Grade II listed. These include major academic buildings, seven boarding houses, five day houses, a Sports Centre, Medical Centre, Theatre, the Chapel of St Augustine of Canterbury, over 150 acres of grounds and almost 100 units of owned and rented residential accommodation of various types.

The Departmental Lead: Maintenance Services will be responsible for the day-to-day management of the School's estates mechanical services, including gas safety, potable water systems, HVAC, plumbing and drainage, and heating and cooling systems. The postholder will supervise the mechanical services team and will be primarily responsible for ensuring the safe, efficient, and compliant operation of these services and associated activities.

The role supports the delivery and maintenance of high-quality academic and pastoral environments by ensuring that essential mechanical building services are maintained in accordance with best practice, while also ensuring compliance with all relevant statutory requirements.



JOB DESCRIPTION

Job Title	Departmental Lead: Maintenance Services
Primary Line	Head of Maintenance and Infrastructure
Secondary Line of Report	Maintenance Manager and Estates Director
Main Purpose	To be responsible for the day-to-day supervision of the mechanical building services maintenance team, ensuring safe, efficient, and compliant delivery of maintenance services across a range of disciplines, including potable water systems, gas services, and heating and cooling systems. The role also has responsibility for overseeing small improvement projects and undertaking other duties as agreed.

MAIN DUTIES

- Supervise and safely coordinate the work of a small mechanical building services team, including allocation and monitoring of daily tasks relating to the maintenance of the School's mechanical building services.
- Lead and oversee planned and reactive maintenance of domestic and commercial heating, cooling, plumbing, and HVAC systems, utilising both internal staff and approved external resources.
- Proactively work to ensure mechanical building services operate safely, efficiently and reliably and, where appropriate, develop contingency plans with senior colleagues to minimise operational disruption in the event of service failures.
- Manage and monitor completion of statutory maintenance inspections, testing, and remedial works relating to the compliance of domestic and commercial heating, cooling, and plumbing systems.
- Maintain accurate records relating to compliance, maintenance activities, asset management, projects under your responsibility, and team members, including training records, time sheets, overtime, annual leave and sickness absence.
- Act as a first point of contact for mechanical services issues and escalate complex matters to senior colleagues as appropriate.
- Liaise with specialist contractors and ensure works are carried out safely and to the required standards.
- Support the effective use, reliability and ongoing development of the School's Building Management System (BMS).
- Contribute to continuous improvement of maintenance procedures, energy efficiency, systems performance, record-keeping, staff management and business continuity planning.
- Promote a strong health and safety culture within the team.
- Ensure safe systems of work are followed and that risk assessments are applied appropriately.
- Periodically lead team toolbox talks and safety briefings for the team.
- Ensure risk assessments are reviewed, hazard prevention measures are implemented where necessary.
- Ensure records of staff injuries are maintained, investigations are carried out, and findings are reported through the appropriate channels.
- Support and adhere to the School's environmental and sustainability policies.
- To undertake any other duties as may be reasonably required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Qualifications

- Relevant technical or trade qualifications to at least ONC or City & Guilds level, with relevant experience, which includes one or more disciplines relating to commercial heating and plumbing, mechanical building services, commercial gas heating, or Building Management Systems (BMS).
- Has undertaken, or is willing to undertake, training in commercial and domestic gas safety.
- Full driving licence.

Knowledge & Experience

- Experience making operational decisions while maintaining commercial and domestic mechanical building services, including overseeing small equipment upgrade projects.
- Practical understanding of hard services including commercial plumbing, heating, HVAC systems, and associated plant maintenance.
- Good understanding of how building management systems operate, including the ability to monitor and analyse a BMS and associated alarms, adjust setbacks and calendars, and investigate equipment faults. Experience of Optergy or Trend BMS would be advantageous, together with a willingness to further develop BMS knowledge and capability.
- Experience supervising a small team, while coordinating the work of external contractors across a range of disciplines. Applications are also welcomed from candidates with limited supervisory experience who are looking to progress into a more senior role.
- Knowledge of statutory compliance relating to building services – including an awareness of gas safety, pressure systems, potable water systems, ventilation, and workplace safety requirements. A willingness to undertake further training in these areas is essential.
- Previous experience of working across a variety of domestic and commercial environments is desirable. Experience within an educational setting is preferred but not essential. Experience working within an educational setting is preferred but not essential.
- Experience working within listed buildings would be advantageous.
- Applications from candidates in different industries and backgrounds with transferrable skills are welcomed.
- Experience of using a maintenance management system to log, monitor, and assign tasks.

Skills and Abilities

- Ability to motivate and lead a team, driving progress and continuous improvement.
- Ability to establish and develop effective working relationships with existing and new service providers and suppliers.
- Good commercial awareness and cost-conscious approach.
- Strong practical and diagnostic skills across one or more of the following disciplines: commercial and domestic colling systems, gas heating, drainage and water systems, plumbing and HVAC systems.
- Ability to fault-find, identify repairs, coordinate planned preventative maintenance, interpret technical information, and manage small building services plant upgrade projects.
- Organised and methodical approach to work, with the ability to prioritise and reprioritise both personal and team workloads.
- Ability to work with a wide range of people, including School staff and external contractors, in a professional and approachable manner.

- Clear and confident communicator with colleagues, contractors, and non-technical stakeholders.
- Computer literate and confident in the use of a variety of systems, including Microsoft Office, OneDrive, and Microsoft Teams, at a basic to intermediate level.
- Ability to develop practical ideas and solutions and communicate them effectively to colleagues.
- Confident decision-maker with sound judgement.
- Ability to work under pressure, manage competing priorities, and deliver practical solutions to problems.
- Ability to respond flexibly and adapt to changing circumstances and operational requirements.
- Able and willing to embed the School's values in all aspects of day-to-day work.

Personal attributes

- Diplomatic, tactful, open-minded, and able to work collaboratively.
- Team player with a willingness to support others in their roles.
- Honest and trustworthy, with the ability to exercise discretion, judgement and confidentiality in the performance of duties.

HOURS OF WORK

The post is a full-time, year-round position, 39 hours per week. The normal working hours are 8am to 5pm, Monday to Wednesday, with a one-hour unpaid lunch break, and 8am to 4.30pm on Thursdays and Fridays, with a 30-minute unpaid lunch break.

A key part of this role is participating in an out-of-hours call-out rota. Alongside other members of the team, the postholder will be required to attend site and coordinate the resolution of issues that cause significant operational disruption, damage to assets, or the loss of essential services. The postholder will also ensure that appropriate follow-up actions are taken to prevent ongoing or recurring issues.

REMUNERATION AND BENEFITS

Competitive and generous salary dependent on skills and experience, plus benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at

Apply via our online application form or send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Tuesday 3 November 2026 at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press



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