



TONBRIDGE
SCHOOL

DEPARTMENTAL LEAD: BUILDING SERVICES ENGINEER

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, including significant academic buildings, 7 boarding houses and 5 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: Building Services Engineer will assume day to day responsibility for the estates, gas, potable water, HVAC, plumbing, and comfort heating/cooling services. Leading and supervising the Building Services team, with primary responsibility for ensuring the safe, efficient, compliant functioning of this team and their relevant disciplines. The role supports the delivery of a high-quality learning and residential environment by maintaining essential services to best practice whilst at the same time ensuring statutory compliance.



JOB DESCRIPTION

Job Title	Departmental Lead: Building Services Engineer
Primary Line	Head of Maintenance and Infrastructure
Secondary Line of Report	Maintenance Manager and the Estates Director
Main Purpose	To be responsible for the day-to-day supervision of the Building Services team, ensuring the safe, efficient, and compliant operation of this team and their related disciplines, including potable water, town gas, heating and cooling systems alongside other areas of responsibility.

MAIN DUTIES

- Supervise and safely coordinate the work tasks of a small Building Services team, including allocation and monitoring of daily tasks.
- Lead and oversee planned and reactive maintenance of domestic and commercial comfort cooling, heating plumbing, HVAC, installations utilising both internal and approved external resources.
- Proactively work to ensure building service systems operate safely, efficiently, reliably and where appropriate contingency plans are developed to ensure impact to operations are minimised should there be an issue.
- Proactively drive and monitor completion of statutory maintenance inspections, testing, and remedial works relating to domestic and commercial comfort cooling, heating and plumbing installations compliance.
- Maintain accurate records for compliance, maintenance activities, asset management, responsible projects and staff, including training records, time sheets, overtime, annual leave and sickness.
- Act as a first point of contact for building services issues and escalate complex matters as appropriate.
- Liaise with specialist contractors and ensure works are carried out safely and to the required standards.
- Support the effective use, reliability and development of the School's Building Management System (BMS).
- Contribute to continuous improvement of maintenance procedures, energy efficiency, systems performance, record keeping, staff management, spend reduction and business continuity planning.
- Promote a strong health and safety culture within the team.
- Ensure safe systems of work are followed and risk assessments applied.
- Periodically lead team specific toolbox talks and briefs.
- Ensure risk assessments are carried out, hazard prevention measures are put in place where relevant.
- Ensure records of staff injuries are made, investigations carried out and sent through required channels.
- Adherence to and support of the School's environmental / 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. HNC level preferred or equivalent experience.
- Qualified in a commercial discipline relating to building management systems, mechanical building services, commercial gas heating systems.
Multi skilled, in several commercial disciplines would be a huge advantage. One or more qualifications having experience of commercial disciplines.
- Already holds or is willing to undertake core competency commercial and domestic Gas Safe qualifications.
- Full driving licence.

Knowledge & Experience

- Demonstrable experience working as a team decision maker whilst maintaining commercial and domestic building services also including equipment lifecycle replacement projects.
- Practical experience covering commercial plumbing, heating, HVAC systems, and associated plant.
- Good understanding of commercial building management systems. Comfortable interrogating a BMS / BMS alarms, changing setbacks and calendars / monitoring faults. Experience with Optergy, Trend, Tridium and willingness to learn / develop BMS capability further would be an advantage.
- Experience supervising a team of a minimum of four staff, with various supplemental external contractor disciplines.
- Working knowledge of statutory compliance relating to building services. Awareness of relevant areas such as gas safety, pressure systems, water hygiene, ventilation and workplace safety. Willing to undertake training in relevant areas to expand knowledge base in this area as required.
- Previous experience of working within an educational setting is desirable but not essential.
- Experience working in listed buildings would be an advantage.

Skills and Abilities

- Ability to motivate a team, drive progress and improvements,
- Proactively establish and build on relationships with service providers and suppliers.
- Commercial awareness, able to consider expenditure strategically.
- Strong practical and diagnostic skills across domestic and commercial comfort cooling, gas heating and plumbing systems.
- Proven ability in fault finding, repairs, planned preventative maintenance, developing technical specifications for and supervision of small to medium building service upgrade projects.
- Organised and methodical approach to work, articulate, able to easily prioritise / re-prioritise personal and team workload.
- Possess an ability to work with a wide range of people including School staff and external contractors in a professional and friendly manner.
- Clear and confident communicator with staff, contractors, and non-technical stakeholders.
- Computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams etc.).
- Able to formulate ideas and solutions and present them effectively at all levels.
- Confident decision-making skills.
- Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.
- Able to respond flexibly and adapt to changing and challenging circumstances.

- Able and willing to embed the Schools values in all aspects of day-to-day operations.

Personal attributes

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

HOURS OF WORK

The post is a full-time, all year-round position for 39 hours a week working nominally:

- Monday to Wednesday 8:00am to 5:00pm with a 1 hour unpaid lunch break
- Thursday and Friday 8:00am to 4:30pm with a 30 minutes' unpaid daily lunch break.

This post is required to be part of the on-call rota alongside the rest of team to resolve issues outside of the core working hours.

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: <https://www.tonbridge-school.co.uk/jobs>

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

hrdept@tonbridge-school.org
01732 365555

Closing Date: Friday 26th June 2026 at 12 noon

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

