

SEVENOAKS SCHOOL

# HEAD OF CAMPUS SERVICES (SOFT FM)







## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

## THE ROLE

The Head of Campus Services is responsible for ensuring a safe, clean and secure campus environment and outstanding customer service





across a wide range of soft facilities management services. This key role ensures the smooth and sustainable daily running of a large and very busy site, upholding high standards, ensuring compliance, and driving continuous improvement of services that directly impact the daily life of students, staff and visitors.

## REPORTING TO

This role reports to the Bursar in the first instance.

Line Management includes:

- Health & Safety Manager, who manages the Fire Safety Officer and Health & Safety Administrator
- Operations & Security Manager, who manages Cleaning Supervisor, Marshals and Porters
- Operations Coordinator, who manages Logistics & Events Officer

## MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list focusing on the key outcomes that the role is expected to deliver:

- facilitate continuous and effective collaboration and coordination across the school to ensure the smooth running of core educational and residential activities alongside commercial lettings, fundraising activities, ongoing maintenance and other campus works;
- ensure consistently excellent, efficient and responsive service delivery through direct management and contract management across

a range of facilities management services;

- lead, develop, motivate and instil a professional culture of customer service and continuous improvement among a diverse in-house team of staff;
- oversee embedded and external contractors, ensuring service quality, compliance and value for money;
- proactively champion effective risk management and compliance with all relevant legislation and regulation;
- establish, monitor and report on service standards in collaboration with key stakeholders;
- play a key role in business continuity planning and incident response;
- manage relevant budgets and contribute to future planning for campus service enhancements.

The following list summarises the core services within the remit of the role, to be managed in close collaboration with Estates and other colleagues:

- Logistics and event management including occasional large-scale events (inhouse)
- Security and visitor management (inhouse)
- Health and safety including fire safety (inhouse)
- Catering (embedded contractor)
- Cleaning (inhouse)
- Water (contract)
- Waste management (combination of inhouse and contract)





- Portering and post (inhouse)
- Parking (inhouse)
- Transport (combination of inhouse and contracts)
- Allocation and management of staff accommodation (inhouse)

## EXPERIENCE AND PERSONAL SPECIFICATION

- experienced in strategic and operational leadership of soft facilities management, both inhouse and contract
- strong understanding of safeguarding and compliance requirements across a soft facilities management remit
- proven success in managing diverse operational staff and developing a positive and inclusive culture, with appropriate support from HR
- proven success in service delivery including developing and upholding service standards
- 'can do' attitude, personal resilience, problem-solving mindset and commitment to continuous improvement, with evidence of consistently excellent stakeholder feedback
- proactive at identifying business need, engaging relevant stakeholders and influencing decision-making
- excellent interpersonal and verbal and written communication skills, able to engage constructively and build relationships with a wide range of stakeholders at different levels of seniority
- proven risk management lens with experience

of incident response and business continuity planning

- personal commitment to environmental sustainability
- experience of managing tender processes
- confident and capable of managing a large budget with appropriate support from Finance
- evidence of appropriate expertise through qualifications (ideally including appropriate NEBOSH), training and experience across a range of soft facilities management services
- membership of appropriate professional body e.g. IWFM (Institute of Workplace and Facilities Management) or IFMA (International Facility Management Association).

## NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times and for specific events that may take place out of normal working hours.





## SALARY

A salary of £65,000-£70,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

## BENEFITS

- Holiday entitlement of 27 days per annum (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

## CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## APPLICATION

If you wish to be considered for this role, please submit a CV and cover letter (all in one Word/PDF document).

**The closing date for applications is 26/06/2025 at 23:59.**

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and





interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society

and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.