# Role Description

## Job Title: Head of Energy & Environmental Sustainability

## Reports to: Estates Director

## Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its 830 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the School’s trading subsidiary. The School employs c. 550 staff.

The estate covers 125 non-contiguous acres, almost one mile apart at its extremities and interspersed by town housing and retail properties. It includes 59 acres of playing fields, 14 acres of gardens, and a built estate of 80 buildings with an insurance replacement value of £200 million, whose combined external footprint is 775,000 sq ft, and of which 23 are listed (Grades I – II). Buildings include teaching blocks, assembly buildings, boarding houses, staff housing, administrative and technical accommodation, and sports facilities. A programme of new buildings followed full co-education in 2001, including boarding houses, a Music School, sports pavilions, a dual-use Sports Centre and an RIBA national-award winning Science Centre completed in 2014.

The Estates team of about 40 people is responsible to the Estates Director and work in Maintenance, Grounds, Gardens, Estates compliance, Porterage and Security departments. The School is undertaking an ambitious Infrastructure Strategy to improve and renew elements of the Estate, including its core boarding provision, and has refinanced its long-term borrowings to fund the strategy.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

## Job purpose

To develop, review and monitor the School’s Energy and Environmental polices and management systems.

The role will be responsible for building relationships with internal and external stakeholders ensuring energy and environmental sustainability strategies, policy and plans are integrated effectively across the School.

To ensure that the School complies with all current relevant legislation and best practice.

To lead on the implementation of an Environmental & Sustainability Working Group, engaging with all internal School stakeholders and external stakeholders i.e., Uppingham Town Council.

## Your accountabilities

1. **Strategic leadership:** setting and communicating a strategic plan for Energy, Environmental & Sustainability; implementing that plan in consultation with the School’s Leadership Team; reporting on implementation to the Bursar and Trustees; providing competent advice and guidance on Energy, Environmental & Sustainability matters to Trustees, Headmaster, Bursar, managers, and all employees; chairing an Environmental & Sustainability Working Group; leading by example to embed a positive environmental & sustainability culture; promoting environmental & sustainability at senior management level; liaising with external environmental & sustainability agencies over policy requirements and interpretation.
2. **Energy & Utility Procurement:** lead on energy and utilities strategy, working closely with the School’s energy procurement partners and management ensuring that directly and indirectly procured utilities are cost optimised, and their supply change arrangements are stable and secure. Driving out environmental agenda across the School, ensuring that commitments and objectives are achieved. Managing and reducing energy consumption, carbon and cost are key deliverables.
3. **Energy:**
   1. Manage the development of a utilities metering and monitoring system and ensure its effectiveness in relation to targets and reducing energy consumption.
   2. Manage the formulation of energy and utilities forecasts and budgets, setting energy and utilities projection estimates for each year.
   3. Create monthly utilities consumption and financial reporting, identifying savings against proposed targets.
   4. Establish benchmarking for energy costs and consumption to understand performance and areas for improvement.
   5. Lead energy projects to ensure returns on investment and agreed savings are delivered.
   6. Liaise with key stakeholders to agree on the implementation of energy reduction strategies and sustainability initiatives.

1. **Environmental Sustainabilty:**
   1. Manage and monitor the deliver of net zero to align with the School’s commitment of 2050.
   2. Lead on the development and roll out of sustainability initiatives for all the School internal stakeholders – Trustees, ULT, ELT, Pupils and all staff.
   3. Ensure information is maintained to enable carbon reporting for SECR, ESOS and other mandatory reporting requirement.
   4. Develop energy and sustainability initiatives into business case proposals.
   5. Collate all data to enable the production of an Annual Sustainability Report.
2. **Innovation:**
   1. Ensure involvement with key internal and external stakeholders to enable innovation and development into building and services design – embedding sustaible development principles such as BREEAM, Renewable technology assessments, EPCs/DECs/TM44, Wellbeing and energy assessments.

## Qualifications, skills and experience, personal qualities required

**Qualifications:**

* Relevant technical qualifications in Energy Management and Sustainability (i.e. Certified Energy Manager)
* Membership of relevant professional body (i.e. CIBSE, Energy Institute)

**Skills and experience:**

* Sound working knowledge of utility markets and procurement strategies
* Commercial acumen to environmental planning
* Strong technical expertise
* Strong financial expertise in terms of budgeting, forecasting and cost control
* Strong stakeholder management skills

**Personal qualities:**

* Excellent verbal and written communication skills at all levels of the organisation
* Highly organised and accurate with meticulous attention to detail
* Possessing the capacity to analyse and improve systems and working practices
* Personable, supportive and able to motivate and work in a team
* Positive, can-do, and forward-looking attitude
* Diplomacy, persuasiveness and a sense of humour.

## Key relationships

**Direct reports:**

* None

**Other key relationships:**

* Headmaster
* Bursar
* Members of the Bursar’s Senior Leadership Team (Finance, HR, Operations, Commercial, IT, Marketing & Communications)
* Senior Deputy Head
* Deputy Head Academic
* Housemasters and Housemistresses (15 in total)

**Membership of wider teams:**

* ????

## Terms and conditions

Working hours Monday-Friday 35 hours per week

Some out of hours work will be required, as befits a senior managerial position, including possible emergency attendance

Salary £55,000

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is [TBC] working days, of which up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of twice annual salary

Free membership of dual-use Sports Centre (£25 annual admin fee)

Free staff lunches in term-time

School fee day place discount for children of staff

Retail and restaurant discounts, via Westfield platform

Cycle to work scheme

Free annual ‘flu jabs

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy at all times. 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 they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk), 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

LE15 9QD

## Organisation charts

**UPPINGHAM LEADERSHIP TEAM (ULT)**

**Headmaster**

(Chair)

Senior Deputy Head

Bursar

Deputy Head Academic

Finance Director

Registrar

Director of IT

HR Director

Operations & Procurement Director

Estates Director

Commercial Director (UK)

Development Director

Marketing Director

**EDUCATIONAL LEADERSHIP TEAM (ELT)**

**BUSINESS SUPPORT LEADERSHIP TEAM (BSLT)**

**Headmaster**

(Chair)

**Bursar**

(Chair)

Development Director

Registrar

Deputy Head Academic

Marketing Director

Operations & Procurement Director

Commercial Director (UK)

HR Director

Director of Information Systems

Estates Director

Finance Director

Senior Deputy Head

Health & Safety Manager

Assistant Head, Sixth Form

Assistant Head, Teacher

Development

Assistant Head, Data /

Acad. Mgmt.

Assistant Head, Pastoral

Assistant Head, Co-curricular

**BSLT – DETAIL**

**Bursar/**

**Clerk to Trustees**

**PA**

**Finance Director**

**Director of**

**Information Systems**

**HR Director**

**Estates Director**

**Commercial Director (UK)**

**Operations & Procurement Director**

**H&S**

**Manager**

Health & Safety

Fire safety

Transport

IT Infrastructure

Client services

Databases & software

IT Training

Telephony

Building Projects

Building Systems

Maintenance

Estate compliance

Environment

Energy

Grounds

Gardens

Security

Porterage

HR services

Recruitment

Wellbeing

Pay & benefits

Staff housing

Lettings

Sports Centre

School Shop

Miscellaneous

trading

Accounts

Funding

Treasury

Payroll

Reception

Contract catering

Procurement

Operations contracts

Cleaning:

Boarding Houses

Central buildings

**FINANCE**

**BUILDINGS**

**ENERGY &**

**EXTERIOR**

**PEOPLE**

**OPERATIONS & PROCUREMENT**

**TRADING**

**INFORMATION &**

**COMMUNICATION**

**TECHNOLOGY**

**HEALTH**

**& SAFETY**