

JOB DESCRIPTION

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| JOB TITLE: | Facilities Manager |
| RESPONSIBLE TO: | Head of Estates (HoE) |
| KEY PURPOSES: | <p>To assist the HoE in the effective management of Emmaus House, enabling SDBE and SDBF to achieve their strategic aims.</p> <p>In so doing, this will ensure the Christian distinctiveness and operational efficiency of Emmaus House in providing an outstanding welcome and services for all staff and visitors.</p> <p>To support the HoE in ensuring health & safety compliance.</p> |

KEY ROLE A: Facilities Management – Hard & Soft Services

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| 1 | Prepare and monitor annual planned maintenance schedule for review with HoE. |
| 2 | Act as the first point of contact for all building and maintenance queries. |
| 3 | Organise and track contractors to resolve reactive maintenance issues. |
| 4 | Support HoE in management of outsourced services, including budgeting and tendering exercises. |
| 5 | <p>Oversee, manage and monitor all hard and soft services, including but not limited to:</p> <p>Hard Services</p> <ul style="list-style-type: none"> • Fire Alarm • Access Control • CCTV • Intruder Alarm • Emergency Lighting • Automatic door maintenance • Heating – air source heat pump • Air Conditioning • Plumbing • Sewerage treatment • Legionella testing regime • Electrical and PAT Testing • Reactive maintenance • Small works <p>Soft Services</p> <ul style="list-style-type: none"> • Office cleaning • Window cleaning • Deep cleaning • Watercoolers • Toilet supplies/sanitary waste • Grounds maintenance – grass cutting, weed control, roof cutting • Pest Control |

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- Waste Management/Recycling
- Confidential Waste

KEY ROLE B: Health & Safety

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| 1 | To act as the initial contact for all health & safety related matters, escalating to the HoE as appropriate. |
| 2 | Support HoE with all health and safety and compliance matters. |
| 3 | Work with event leads to ensure additional requirements and risk assessments, including PEEPs, are understood and in place for any visitors who need them, e.g. disabled access. |
| 3 | To implement and manage a rigorous health & safety inspection regime, including fire alarm testing, fire evacuation, fire safety equipment checks, first aid, building safety checks, and organising any necessary remedial works or improvements. |
| 4 | To prepare all risk assessments for review with HoE and work closely with independent H&S consultants. |
| 5 | To effectively manage contractors, including reviewing RAMS, insurance requirements and completing contractor site inductions. |

KEY ROLE C: Office Management, Administrative and General Support

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| 1 | To act as the contact for keys to Emmaus House, including access passes, keys, locker allocation, ID badge creation and to include site induction. |
| 2 | To support event leads in the management of meetings and conferences – to ensure event lead names are given and that protocols are adhered to., Hold an overview of the use of spaces and the desk booking system. |
| 3 | To manage and ensure good maintenance of all furniture and office assets, including desking, storage, meeting pods, franking machine and photocopiers (paper, toner, ad-hoc repairs and maintenance). |
| 4 | To manage post, ordering deliveries, consumables, maintenance of staff/hospitality appliances (coffee machines, dishwasher, fridges) and. |
| 5 | To adhere to all purchasing and finance processes as required by the finance team. |
| 6 | Support the HoE in the effective management of all Salisbury Diocesan Board of Education owned properties. |

KEY ROLE E: Contribute to the effectiveness of Diocesan Services and Operations

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| 1 | Create and enhance productive working relationships with others, reporting regularly to HoE and the leadership group as required. |
| 2 | Work as part of a team, appreciating and supporting the role of others in the team. |
| 3 | Identify areas that could benefit from change and make recommendations and improvements to improve ways of working within the organisation. |
| 4 | Be willing to consider personal development and to bring about operational improvements for the good of the organisation. |

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| 5 | Undertake any duties that may reasonably be requested by the HoE or CEO in the work of the SDBE. |
| 6 | Understand and fully commit to safeguarding and the promotion of the welfare of children in line with SDBE policy. |

Person Specification

Experience & Knowledge

1. Experience of facilities and office management. (E)
2. Health and Safety/ IOSH equivalent qualification. (D)
3. Knowledge of working with ICT based systems. (E)

Qualifications & Training

1. GCSE Grade C or equivalent in Numeracy/Maths and Literacy/English. (E)
2. Facilities Management/Office Management qualifications. (D)

Skills and Abilities

1. Must be able to work independently and be self-motivated. (E)
2. Willingness to support the SDBE team as required. (E)
3. Have a confident communication and interpersonal skills. (E)
4. Show the ability to manage time and deadlines. (E)

Personal Qualities and Attributes

1. Be a real team player (E)
2. Be organised and efficient. (E)
3. Show confidence. (E)
4. Be resilient and able to work under pressure. (E)
5. Maintain confidentiality. (E)
6. Enjoy working with people. (E)
7. Be willing to undertake further training. (E)
8. Be flexible and possess the ability to work unsupervised. (E)
9. Share a sympathy for working in a Christian environment. (D)

(E) Essential (D) Desirable

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