

Job Title	Facilities Manager
Salary	£36,825.40

Purpose of the job

To ensure the provision of high quality facilities and premises management, ensuring delivery and implementation of services of Health & Safety, cleaning, repairs, maintenance, and security of all 1st Place buildings and grounds.

To have lead responsibility for IT functions at 1st Place

To Support in the implementation of the 1st Place disaster recovery plan

Key accountabilities

1	To take overall responsibility for facilities management across all sites including premises maintenance, security, IT, all premises and Health & Safety and related contracts, and effective supervision of the buildings and grounds as well as the resources contained within them
2	To Support in the implementation of the 1st Place disaster recovery plan
3	To work with the Finance manager on overall premises responsibility for facilities related items on Risk Register
4	To take overall responsibility for facilities related upkeep across all sites ensuring adherence to 1st Place financial Management and controls manual (including IT, photocopier, telephone system, waste disposal, recycling etc.)
5	Taking primary responsibility for the maintenance and upkeep of all 1st Place premises and sites, including internal and external buildings fixtures, fittings and furniture and appropriate resources. This includes the ordering and/or purchasing of equipment and resources
6	To take overall responsibility for the implementation of the cleaning, repairs and maintenance programme in accordance with the budget. Providing details of costing, quotes, timescales etc. Establishing and implementing a long-term programme of general maintenance while ensuring reactive maintenance is completed within required timescales.
7	Liaising with architects and surveyors and to assist in the preparation of outline specialist alterations and improvements to the building.

8	Establishing, implementing and monitoring effective procedures to ensure that cleaning and Health and Safety activities are routinely carried out. Ensure all sites comply with Health and Safety legislation to ensure a safe and pleasant environment for staff and service users. To take overall responsibility for ensuring compliance with Health and Safety legislation by carrying out planned periodic inspection of all areas across all sites
9	Being a key holder and actively participate in the On Call and emergency call outs, including the Out of Hours rota to support the needs of the centre in the evenings and weekends. To liaise with external contractors such as key holding, fire and intruder alarm.
10	To take overall responsibility for completing and maintaining appropriate record keeping for all premises and statutory related data including:- Health & Safety Policy, Fire Safety Policy, Security Policy, heating and safety checks, order forms, stock control, fire logs, water testing, meter readings, security logs, incident forms, intruder alarm equipment testing etc.
11	To take overall responsibility for ensuring that fire and intruder alarms, and all related functions are in good working order at all times.
12	To take overall responsibility and ensure that gates and entrances are kept clear to reduce accidents and promote safety.
13	To take overall responsibility to ensure that drains, gullies, toilets, wastewater etc. are in good order and to implement appropriate action where necessary.
14	To take overall responsibility for ensuring that the decoration of all sites are maintained. To ensure that the rolling maintenance programme is in line with the 1st Place closure periods (where necessary) so that the Facilitates assistant or external contractors can carry out required work.
15	To take overall responsibility for ensuring that 1 st Place heating, ventilation and plant systems across all sites are in good working order.
16	To take overall responsibility for ensuring that appropriate signs and notices are displayed in accordance with relevant legislation across all sites.
17	Support where necessary with minor maintenance and repair work at all sites when required.

Key relationships

Reports to	Business Manager
Key external stakeholders	Board of Trustees

Credentials/Capability/Personal Specification

(Minimum qualification required/Knowledge/experience required beyond minimum qualification/Other key factors)

1	A degree level education in a relevant field or equivalent Health and Safety Qualification and Fire Marshal Qualification
2	Previous experience as a Senior Premises Officer or Facility Manager
3	Extensive experience in developing effective maintenance plans to include preventative and periodic work to be carried out
4	Experience in developing Disaster Recovery plan
5	Previous experience of managing staff
6	Experience of establishing and managing service contracts
7	Knowledge of Health and Safety factors including hygiene and storage issues involved in cleaning and experience of implementing and managing domestic functions
8	Experience of assessing managing and recording risk,
9	Ability to effectively delegate work
10	Able to identify, monitor and report on structural repairs, premises and equipment damage and faults
11	Able to monitor and order stocks of materials
12	Good computer skills including Word, Excel, PowerPoint
13	To develop procurement procedures with appropriate audit trail
14	Ability to create reports, documentation and business letters
15	Ability to communicate well with children, parents/carers and staff
16	Ability to work as part of a team
17	Good attention to detail
18	Good organisational skills
19	An empathetic, supportive and non-judgemental attitude towards children, parents/carers, staff and trainees/volunteers
20	Personal Qualities Self motivated Ability to use own initiative to identify and carry out tasks and duties Commitment to equal opportunities in employment and service delivery Responsive to change and ideas; able to adapt to new systems and flexible working patterns Willing to undertake training

Illustrative challenges

(Concise examples of the type of problems that the role has to address on a recurring basis – i.e. a normal part of the job, not a one-off or exceptional situation)

1	Busy team and multiple sites to cover
2	Ability to problem solve and to prioritise the competing demands of the role in an environment of continuous change and high pressure
3	Engaging with individuals from a range of ethnic backgrounds.
4	Plan and manage own work and to take initiative to develop and focus on improving outcomes

Decisions made

(Concise examples of the type of decisions that the role has to make. Ensure that these are decisions that are made by this role without having to seek input/approval from the boss)

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2	

Dimensions

(Provide financial or operational metrics that explain the scope of the role's impact within the organisation. For example, budget managed, revenues of clients managed, value of projects worked on, number of different products handled, number of employees managed).

1	Day-to-day monitoring and management of the facilities at all sites
2	Line management of the domestic team and facilities assistant
3	Management of repairs and maintenance and Budget
4	High level of accurate data records line with Health and Safety legislation
5	To have lead responsibility for IT functions at 1st Place

Approvals

Job holder		Date	
Manager		Date	

General

- To comply with all 1st Place policies and procedures at all times
 - To undertake other tasks which benefit the development of the wider 1st Place community and the children and families whom we serve when requested by the line manager.
 - To participate in Business Team and Senior Management Team meetings.
 - To undertake training relevant to the post
 - To participate in and contribute to supervision and appraisal sessions.
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- To undertake all duties with regard to the 1st Place policies and procedures including Health and Safety, Equal Opportunities and the Safeguarding of Children.

This job description describes responsibilities as they are currently required, and is not intended as an exhaustive list of duties as other duties may be reasonably required. Duties will change over time and the job description may need to be reviewed in the future