

Job Description

Job Title:	Facilities and Site Manager (FSM)
Reports to:	Director of Operations and Finance (DOF)
Location:	Oak Hill College, Southgate, London - this role is based on site
Appointment:	From September 2024 or as soon as possible thereafter
Hours	Full Time – 40 hrs per week, 52 weeks per annum. You will be given 24 days of holiday plus statutory bank holidays.
Salary	£40,000 to £46,000 – depending on experience, with a generous matched pension scheme. We also have a life assurance scheme
Direct Reports:	Building Manager, Building Maintenance Technician, Estate Manager, Head of Housekeeping and Hospitality, Painter and Site Administration Manager
Other Key Relationships:	Contracted Catering and Other Trade Contractors

Purpose of the Role

The Facilities and Site Manager will work closely with the Director of Operations and Finance, to deliver effective and efficient management of the facilities and site of the College to provide students, staff, and visitors with facilities and services of the highest standards possible within the budgetary constraints, and with full compliance with health and safety legislation.

PRINCIPLE RESPONSIBILITIES include but are not limited to:

1. Management and Development of the Facilities and Site Team

- a. Responsible for management of the site, maintenance, grounds, hospitality, and housekeeping teams.
- b. Create and maintain a customer-focused and continuous improvement culture in departments of responsibility.
- c. Manage performance, motivation, and development of staff through appraisals and regular meetings. Ensure all staff have measurable objectives and that development plans are put in place.

2. Maintenance and Building Projects

- a. Coordinate and oversee the planning and implementation of maintenance and refurbishment projects. This includes ensuring that all projects are appropriately specified, completed on time, within budget, and with minimal disruption to operations and downtime.

- b. Through line management of the Facilities and Site teams, ensure preventative maintenance and repair of the College is carried out and progress monitored.
- c. Ensure that the grounds are maintained to a high standard and are safe at all times.
- d. Assist the DOF in the appraisal and appointment of external consultants and contractors for capital projects.
- e. Act as the College's representative for the daily interaction required during capital project works, monitoring their performance, and reporting any issues to the DFO.
- f. Ensure that all contractors used on-site are fully compliant, appropriately registered, and qualified for the work for which they have been engaged.
- g. Ensure buildings and equipment service agreements are managed and that suppliers meet the standards expected, logs are maintained, and value for money is obtained.
- h. Oversee the day-to-day operations of the heating and ventilation services.

3. Health and Safety

Being the College's Health and Safety 'Competent Person', maintaining the skills, knowledge, and experience to recognise hazards in the workplace and put sensible controls in place to protect staff, students, and other college users from harm. Specific duties include:

- a. Prepare health and safety strategies and develop internal policies to promote an integrated risk management culture and a positive health and safety environment;
- b. Notifying the DOF of any potential areas of compliance vulnerability and risk; developing/implementing action plans for resolution of problematic issues, and providing general guidance on how to avoid or manage similar situations that may arise;
- c. Ensuring compliance with all health and safety legislation and maintaining and drafting policies;
- d. Executing/updating Fire Risk Assessments for all workplace buildings, recommending and implementing necessary approved actions as appropriate.

Overseeing responsibilities include:

- e. The active log maintained by the Site Administration Manager of all statutory and regulatory checks, policies, procedures, and processes required within the college relating to facilities, security, health and safety, workplace practices, catering, maintenance, and other non-educational areas.
- f. Risk assessments for events compiled by staff or students, recommending solutions where vulnerabilities remain.

- g. The maintenance and testing of fire safety systems - fire alarms, fire drills, emergency lights, lightning conductors, Portable Appliance Testing (PAT), training logs, fire extinguishers, and fire exit routes.
 - h. Ensure written PPEs are in place where required and update as necessary;
 - i. Water hygiene in the college, including testing water systems for dangerous temperatures and sampling for microbiological activity.
- 4. Regularly check the site, via inspections (both schedules and ad hoc), for any potential health and safety issues. Take corrective action where necessary.
 - 5. Effective control and management, in line with legislation, of all plant, equipment and systems (fire, water, electrical, asbestos etc.)
 - 6. Effective pest control management.

7. Risk Management

- a. Responsible to the DOF for risk management in the relevant departments, including disaster recovery and business continuity planning.
- b. Managing the development and maintenance of the risk register.

8. Security

- a. Oversee the operation and maintenance of security for a safe and secure environment through adequate security provision of College property.
- b. In conjunction with the College's IT Officer, manage the CCTV and entry systems and coordinate any response to security issues.
- c. Ensure a robust and comprehensive system is in place for crisis management (e.g. fire alarms/security alerts, environmental alerts etc.)
- d. Addressing boundary issues.

9. Financial

- a. Input to the setting of the annual budget.
- b. To operate within budgetary parameters, giving timely notice of any difficulties that may arise.
- c. Seeking continuous improvements in value for money for the College in all of its facilities and related services.
- d. Setting appropriate benchmarks for performance and costs, and monitoring accordingly.

- e. Authorisation of all invoices, with agreed budgets, for payment.

10. Utilities and Insurance

- a. Ensure utility supplies and waste management services are procured on a cost-effective basis and that utility use and waste levels are closely monitored.
- b. Management of utilities contracts.
- c. Input into insurance management with the DOF.

11. Environmental Sustainability

- a. Work with staff and students (as appropriate) to improve the College's environmental sustainability (in terms of carbon emissions, energy levels, waste consumption, and waste management).
- b. Ensure that due regard is given to the protected status of trees, bats, and other wildlife.

12. Lettings and Income Generation

- a. Develop the College lettings provision and income opportunities and balance this with the operational needs of the Trust sites.
- b. Supervision of the staff responsible for letting management and provide support as necessary.
- c. In discussion with the DOF, review and approve quotes and contracts for lets.

13. Housekeeping

- a. Overseeing the housekeeping through the management of the Head of Housekeeping and Hospitality, conducting audits to ensure good standards of cleanliness and hygiene are maintained.

14. Catering

- a. Managing the College's catering provision through regular liaison with the appointed contract caterers.

15. Other

Other duties include but are not limited to:

- a. Managing student and external tenants housing, including Tenancy or Licence to Occupy agreements.

- b. Participating in the Accommodation Committee allocations process.
- c. Compiling and updating the tenants' manual.
- d. Writing and developing technical manuals to ensure consistent practice.
- e. Coordinating office moves, relocations, and space renovations as needed to accommodate business needs.
- f. Organising a duty management rota to provide continuous, 24/7 cover throughout the year for maintenance, security, and safety emergencies
- g. To undertake other duties which are broadly consistent with this role.

Additional Responsibilities

Cover 24/7 responsibilities as a Principal Duty Manager for 50% of the year, for Duty Managers to escalate emergency issues arising out of hours in student and staff accommodation.

Occupational Requirement

There is an Occupational Requirement that the post-holder is a Christian. The Equality Act 2010 applies. The postholder will be in agreement with, hold to, and live out the theological position, aims, and objectives of the College. You may be required to sign the College's statement of faith.

Person specification

The appointed person will:

- Possess as a minimum the NEBOSH (General, Fire and Construction) Certification or equivalent/higher qualification;
- Have substantial experience in premises/facilities management with a good understanding of applicable building regulations and other legislation;
- Be customer focussed and able to inspire team members to maintain high-quality work;
- Have excellent time management skills and the ability to organise their workload and that of others;
- A willingness to update knowledge and keep abreast of new and amended Government legislation applicable to College;
- Computer proficiency in business management systems, Google, Microsoft and other packages;
- An understanding of safeguarding principles and practices;
- The right to work in the UK;
- Fully sympathetic with the aims and ethos of the College.

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And ideally will have:

- Environmental qualification and experience in decarbonisation;
- The ability to develop and maintain bookings process using Google Apps, as well as being able to script write;
- The ability to use TurboCAD.