



Job Description

Premises and Facilities Manager

Details of employment

<i>Duration of post</i>	Permanent appointment
<i>Nature of Post</i>	Full-time
<i>Salary</i>	£42,000-45,000
<i>Probation</i>	Six Months
<i>Appraisal</i>	Annually, with a six-monthly review
<i>Notice</i>	Three Months
<i>Line Managed by</i>	Director of Resources and Operations
<i>Line Managing</i>	Site Technicians; Reception staff; cleaning staff and workshop specialists
<i>Place of work</i>	The usual place of work will be at the Art School, 118-124 Kennington Park Road, SE11 4DJ
<i>Normal working hours</i>	37.5 hours per week (with an additional unpaid hour for lunch) within the normal working day that runs from 08:30 to 18:30, to be agreed with the line manager.

The City and Guilds of London Art School is an Independent Higher Education provider and incorporated charity regulated by the Office for Students. It was founded in 1854 and provides degree courses at undergraduate and postgraduate level in Fine Art, Illustration, Stone and Wood Conservation, Books and Paper Conservation, Architectural Stone Carving and Wood Carving and Gilding. It also offers a Foundation course in Art and Design and unaccredited evening and summer short courses. It numbers around 300 students plus short course participants.

1 Main Purposes of the Role

The post holder is responsible for managing all aspects of day-to-day maintenance of the Art School's premises and facilities, across two adjoining sites, supporting all of its activities and ensuring that levels of staff and student support are maintained

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and improvements to systems and processes are made as necessary. This includes responding to queries from staff and students in a timely manner, carefully judging priorities and managing a small operations team. The postholder champions and oversees Health & Safety within the Art School and is responsible for the implementation of all Health & Safety policies and procedures, including risk assessments for trips and specific individual circumstances.

The position is a hands-on role that requires, in addition to its management and supervisory responsibilities, contributing directly on occasion to the work programme.

2 ***Main Duties & Responsibilities of the Role***

The main duties and responsibilities of the post are:

Site Management

- Plan, co-ordinate, review and monitor site related works on a regular systematic basis
- Plan, co-ordinate and where appropriate directly undertake, repair and maintenance work with the support of the team of site technicians.
- Plan and direct essential site management tasks such as security, cleaning, waste disposal and recycling.
- Manage fire alarm, intruder alarm, utilities and other relevant suppliers.
- Project manage, supervise and co-ordinate the work of contractors for routine and other repairs and maintenance work.
- Monitor site contractors to ensure that the health & safety of the Art School, staff, students and visitors is not compromised.
- Anticipate and respond to any site related emergencies and urgent issues as they arise.
- Participate in planning of major building and refurbishment work projects.

Health & Safety

- Promote and develop a strong health and safety culture oriented towards continuous improvement and reinforcing Health & Safety leadership and training amongst staff and students.
- Attend as a key member of the Site and Environment Committee and

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provide inspection reports and updates for the meeting.

- Collate a brief update report from each technical section for termly Boards of Studies and Academic Board.
- Manage and undertake regular Health and Safety inspections of buildings, plant, equipment, facilities and grounds, keeping records of inspections and any remedial work.
- Act as the main contact for fire, emergency services, local authority environmental health and HSE.
- Liaise with Health & Safety consultants, fire inspectors and such other specialist advice as required.
- Organise annual fire risk assessments, and other safety audits and inspections as required and report findings to the Director of Resources and Operations and the Site and Environment Committee
- Ensure adherence to, and keep up to date with statutory requirements, risk assessments, COSHH assessments, safe systems of work, permits to work, codes of practice, instructions, circulars, and information issued by the Health and Safety Executive, and ensure that information is disseminated appropriately.
- Conduct and organise Health & Safety training for staff and students (incl. emergency evacuations) and ensure that the Health & Safety staffing requirements are met (Fire Marshalls, First Aiders etc.).
- Ensure that the circumstances of accidents are examined and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- Oversee materials and equipment purchases and ensure that these fulfil the requirements of the Art School and comply with relevant Health and Safety standards; ensuring that a regular (annual) maintenance contract is in place where required.

Degree Shows and other Public Events

- Project manage the planning and logistics of site related aspects of the Art School degree shows and other public events and exhibitions (on and off site), liaising closely with the Heads of Department and other staff as required.
- Manage site and security teams set up to support events and associated hospitality.
- Plan, manage and oversee all Health & Safety and security matters relating to events.

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Line Management/Supervision of Staff

- Day-to-day line management of the team of site and workshop technicians, reception staff and cleaners.
- Schedule termly team meetings and others as required.
- Conduct annual appraisals for team members.
- Recruit, train and supervise casual staff, often drawn from the student body, as may be required.

Budgetary Control

- Prepare relevant annual budgetary proposals relating to and agree final budgets with the Head of Finance
- Ensure expenditure is contained within budgetary limits
- Ensure value for money processes and policies are followed.

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging and reporting it.

Review

This is a description of the job as presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, and to incorporate proposed reasonable changes following negotiation with the post-holder.

Person Specification

Site Manager

Experience	<ul style="list-style-type: none"> • Essential • Knowledge and understanding of managing technical operations through relevant study/qualification and experience. • Experience in providing health and safety support in a small/medium sized organisation, with a good understanding of statutory requirements • Experience of dealing with a diverse range of service users 	<ul style="list-style-type: none"> • Desirable • Experience of working in an educational or creative industries organisation • Experience of leading a small team • Experience of dealing with such third parties as contractors, consultants, statutory authorities
Technical work-based Skills	<ul style="list-style-type: none"> • Essential • Good all round knowledge of relevant technical processes with demonstrable expertise in at least one trade. • Good working knowledge of Microsoft Office • Experience of providing best practice in health and safety • Experience of providing reports and other written documentation 	<ul style="list-style-type: none"> • Desirable • Relevant Health and Safety qualification (e.g. NEBOSH)
Knowledge	<ul style="list-style-type: none"> • Essential • Understanding of budgetary processes • Good working knowledge of HR practices and procedures 	<ul style="list-style-type: none"> • Desirable • Familiarity with Higher Education objectives and ethos • Good appreciation of art and related practices
Skills & Attributes	<ul style="list-style-type: none"> • A hands-on approach and mind-set and ability to deal with detail as well as the bigger picture. • Ownership and initiative; being proactive in searching for potential problems. • Communications & Relationships: excellent communication skills and ability to build effective relationships quickly across a range of internal (both staff and students) and external stakeholders. • Effective leadership: you will be able to lead the Site Team, ensuring departmental resources are optimised to achieve departmental goals and objective • Strong commitment to, and understanding of the principles of equality, diversity and inclusion 	