

Facilities Leader

Job Description and Person Specification

Position Details

| | | |
|------------------------------------|-------------------------------------|--|
| Position: Facilities Leader | Department: Support Services | Reporting to: Head of Support Services |
| Salary: £25,145.64pa | Contract: Permanent | Hours per week: 8.45am-5pm Monday to Thursday, 8.45am-4.15pm Friday with paid lunch break Occasional out of hours work as required including any call outs Part time hours will be considered |

Overall Objective:

To provide caretaking and security services for the centre and grounds and to carry out routine checks and general maintenance to ensure the smooth running of the facilities including key holder responsibilities.

| Job Description | Person Specification |
|--|--|
| <p><u>Main Objectives</u></p> <ul style="list-style-type: none"> To maintain the centre, equipment and grounds, safely and securely for the benefit of the learners, staff and other centre users <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> Carrying out general maintenance tasks as required; including removal of rubbish and keeping the site clear Monitoring the site security CCTV and organising the alarm contract maintenance checks Coordinating site visitors for general contract maintenance (IT, Electrical, Fire Equipment) throughout the year. Ordering kit and equipment for classrooms and cleaning kit Setting out furniture for events and activities as required Emergency cleaning tasks which may include removal of bodily fluids safely Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building Unlocking and locking up of the building and grounds as required and occasional support for external users evenings & weekends Basic Minibus maintenance Ensure paperwork relating to activities is completed in a correct and timely manner. To comply with all MK SNAP policies and | <p><u>Essential</u></p> <ul style="list-style-type: none"> Experience in a caretaking, logistics or similar role Able to positively encourage and communicate with adults with learning disabilities Strong levels of personal integrity and commitment to safeguarding Excellent communication skills. Ability to co-ordinate and prioritise workload Able to operate a fork lift truck and appropriately qualified Strong understanding of Health & Safety Full driving licence <p><u>Desirable</u></p> <ul style="list-style-type: none"> Qualification in a relevant subject First Aid Be interested in all aspects of working in a community or charitable setting and willing to support fundraising and events as part of the role <p>This Role Requires an enhanced DBS</p> |

| | |
|---|--|
| <p>procedures.</p> <ul style="list-style-type: none">• Be prepared to attend any training courses/events as deemed necessary by the Head of Support Services.• To ensure that all Health and Safety policies and procedures are carried out and adhered to.• To raise aspirations, inspire and continually improve outcomes and quality in delivery• To participate in team and performance review meetings.• To act as an outstanding ambassador for the organisation• To carry out any other duties as required which are commensurate with the level of the post. | |
| Reference: Facilities Leader | Closing Date: 7th May 2024 |