

## Facilities Manager – Job Description

### Background

The Conservatoire in Blackheath was established in 1881, originally as the Blackheath Conservatoire of Music, and is the focus of arts education and events in South East London, providing exceptional lifelong learning. It is a charity offering group classes and individual tuition, primarily in music, art and drama, catering for all ages, welcoming over 2000 students a week.

### Purpose of Post

The Facilities Manager oversees the efficient running and maintenance of the Conservatoire buildings and estate, planning and delivering a programme of maintenance and reacting to maintenance issues where required. Reporting to the Operations Director, the Facilities Manager will also work closely with other members of the team to ensure the site provides a welcoming, safe, and statutorily compliant environment for all learners, tutors and staff. The Facilities Manager also acts as the Conservatoire's Health and Safety Officer.

**Responsible to:** Operations Director

**Responsible for:** Premises Stewards

**Salary:** £30,000

### Main Duties and Responsibilities

#### To Oversee Maintenance of the buildings and grounds

- Implementation of Planned Preventative Maintenance of the buildings, together with reactive maintenance where necessary, within budget.
- To organise a rolling schedule of redecoration throughout the site.
- To work with the Programme and Individual Tuition Teams to avoid clashes between essential maintenance and class provision
- To negotiate and manage the Conservatoire's Maintenance and Utility service contracts within approved budgets in consultation with the Executive Director and Operations Director, liaising as necessary with service providers and external consultants
- To keep under constant review the current Conservatoire suppliers and, where necessary advise on and source more cost effective alternatives
- To order equipment as and when required
- To undertake work across disciplines as appropriately skilled (carpentry, plumbing, decorating, gardening) and to undertake training as required.
- To undertake minor repairs to furniture and equipment

### **Management of Contractors and Third Parties**

- To source, liaise and schedule the work of 3<sup>rd</sup> party contractors as required for maintenance tasks within agreed budget
- To manage the cleaning contract and supervise the cleaning operatives, ordering consumables as required
- To manage the waste management contractor and organise waste pick-ups as required
- To manage the relationship with the alarms service
- To manage the relationship with the external key holding company to ensure that the appropriate first responder presence is in place when required
- To manage the relationship with the gardening service
- Responsibility for all legal building requirements, including fixed wire testing and PAT testing
- To manage the relationships with third party leaseholders, including the London Early Years Foundation and the Conservatoire café provider, *Arts Café*

### **To act as the Conservatoire Health and Safety Officer**

- To act as the Conservatoire's lead on Health and Safety
- To liaise with the Conservatoire's 3<sup>rd</sup>-party consultant for Health and Safety and be responsible for its Health and Safety Policies including Fire Safety, Manual Handling, PUWER, COSHH and Control of Asbestos, reviewing and implementing policies on these where applicable
- To maintain the Health and Safety accident register.
- To manage all fire escape and first aid procedures and policies, including fire drills and staff training
- To maintain strict adherence to The Conservatoire's Asbestos Management Plan and ensure that all work around this area is compliant in line with The Control of Asbestos Regulations 2012
- To manage the storage and handling of all hazardous materials
- This post will fulfil one of the three Deputy Safeguarding Lead positions within the organisation. Level 3 Safeguarding training will be provided annually.

### **To maintain site running and logistics throughout the day (approximately 30% of the working day)**

- To maintain site cleanliness
- To move and set-up equipment, tables, chairs, easels and instruments for all classes, courses, holiday groups and events.
- To manage the Premises Steward team, including scheduling, annual leave, payroll, work-orders
- To provide cover for Premises Stewards where applicable.

To undertake any other duties that may be reasonably requested.

### Essential Criteria

- Experience of repairs and maintenance, ideally within a listed building context.
- Experience of driving sustainability initiatives
- Physically fit with experience of equipment handling and lifting/moving heavy or bulky objects
- Experience of managing Health and Safety for a public facing organisation
- Experience of managing a small team
- Experience of sourcing and managing external contractors.

### Desirable Criteria

- Experience coordinating with local authority conservation officers
- Holding, or willing to hold, a personal alcohol licence. Training will be provided if required

### Safeguarding

The Conservatoire takes its responsibilities as an employer working with young and vulnerable people very seriously. We will seek work references, undertake online searches and complete DBS checks for prospective candidates before a job offer is confirmed.

### Additional information

**Term:** Permanent

**Salary:** £30,000

Fulltime: 40 hours / week on site. Some evening and weekend working should be anticipated to ensure successful delivery of the Conservatoire's events and to provide additional cover for other members of the premises team as required. In addition, the post will be a principal key-holder for the organisation and the main liaison with the alarm service. Some out-of-hours call-outs may be required on a very occasional basis.

**Holiday:** 25 days annual leave plus statutory bank holidays

### How to Apply

Please send a CV and covering letter outlining how your skills and experience match the Person Specification and reflect suitability for this role to:

[recruitment@conservatoire.org.uk](mailto:recruitment@conservatoire.org.uk)

Deadline for applications: ASAP

Interviews will be scheduled on a rolling basis upon receipt of suitable applications