

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION
--	------------------------

POST	Estates & Facilities Team Leader
DEPARTMENT	Facilities and Estates
GRADE	Scale 5/6
REPORTS TO	Facilities and Estates Manager
DIRECT REPORTS	4-5 direct reports (Caretakers)
WORKING PATTERN	36 hours The work pattern will include some evening and weekend work.

ABOUT THE COLLEGE

Our mission is to empower adults through education. We welcome over 8000 students to our college each year. Our learners reflect our community, coming from all abilities, backgrounds and ages. Our curriculum is equally diverse - we offer over 2000 courses across multiple disciplines.

We are dedicated to closing the achievement gaps between the most advantaged and disadvantaged adults in our community. We are proud of our specialist courses which help adults get into university within a year; plus our women-only offering which helps women get back into learning and employment.

Our college extends over two beautiful campuses in Richmond and Surbiton. We have dedicated art and business schools, a 120-seat theatre, offices, classrooms, workshops, teaching kitchens and a new co-working space.

We are ambitious for our future. Plans are in place to design and build a new teaching centre at our Surbiton campus. We are also working to upgrade our facilities in Richmond. This is an exciting time to join the Facilities & Estates team at RHACC.

JOB PURPOSE

The college's Facilities and Estates team supports the college's mission by creating a safe, welcoming and inspiring environment for our college community.

The Facilities and Estates Team Leader is responsible for providing high quality maintenance and upkeep of the College's campuses in accordance with RHACC's maintenance schedules and Health and Safety regulations and policies.

The appointed person will manage the day to day work of a small team of caretakers, manage the estates helpdesk, classroom set ups and maintenance tasks. At times they will undertake caretaking duties themselves. They will track and record Estates activities and provide support/cover to the Facilities and Estates Manager. Importantly, they provide the highest levels of customer service to our community of staff, learners and clients with the ultimate aim of providing safe and welcoming spaces and services.

The Facilities & Estates Team Leader reports to and works closely with the Facilities and Estates Manager who has overall responsibility for planning and developing the College's estate.

MAIN DUTIES/RESPONSIBILITIES AND SUCCESS MEASURES

Day to day supervision and completion of tasks to maintain the College's estate

- To oversee and manage jobs raised on the Estates help desk ensuring these are responded to in a timely manner
- To liaise and communicate with other team members and departments in a clear and timely manner to ensure service delivery and team work.
- To ensure College rooms and hired facilities are functional and well-presented.
- To oversee and complete work and tasks from RHACC's maintenance schedules
- To oversee and complete relevant Health and Safety (H&S) checks
- To oversee and complete relevant tasks from the replacement schedule.
- Work with the Facilities and Estates Manager to ensure proper maintenance and proactive management of fixtures and fittings.
- To manage a small team of caretakers.
- To manage the weekly rota of work for the team
- To undertake caretaking duties themselves as required.

Success measure: Helpdesk, regular maintenance and H&S tasks are completed on time (per SLAs) and to a high standard.

Administration and Record Keeping

- To obtain supplier quotations and raise requisitions for Estates related budgets
- To monitor stock levels of consumable materials, masks, first aid supplies and other equipment required for use by the estates team in line with college financial procedures
- To maintain complete and accurate records of all statutory maintenance undertaken across the college
- To monitor and maintain weekly and monthly checks conducted by the caretaking team
- To complete appropriate records and documentation, e.g. PPM, H&S log, safety checks, order forms, contractor's paperwork etc.
- To maintain a database of the college premises, fittings & fixtures to include details of condition and priorities for planned maintenance and development.
- To administer a monthly first aider and fire marshal rota across the two campuses.
- To assist with the programme of on-going maintenance and improvement works including the identification and selection of estate service providers which provide value for money for the college
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.

Success measure: Records are kept up to date, are complete and help to identify trends. Items are ordered on time and in line with college procurement requirements.

Health and Safety

- To work with the Facilities and Estates Manager to ensure compliance with health and safety regulations and promote safe working.
- To log and report all accident, near miss and medical incidents, ensuring all RIDDOR reportable events are escalated to the Estates & Facilities Manager. In conjunction with the

Facilities & Estates, regularly carry out a risk assessment of the sites and keep appropriate records.

- To act as Chief Fire Marshal in the absence of the Estates & Facilities Manager

Success criteria: Health and safety standards are met/exceeded.

Contractor Management

- To assist with monitoring all external contracts relating to estates and facilities, such as cleaning and catering – documenting relevant dates on the contract schedule.
- To ensure that all external contractors adopt safe working practices through the College's permit to work system.
- To liaise with onsite contractors as directed by the Facilities & Estates Manager

Success criteria: Contractors are working safely and meeting required service levels.

Support the Facilities and Estates Manager

- To support the Facilities and Estates Manager in delivering small projects. Including obtaining quotes for relevant works.
- Carry out accident investigation and urgent planning to deal with emergency situations in accordance with the college's health and safety policy.
- To deputise in the absence of the Facilities & Estates Manager

Success criteria: An effective deputy to the Facilities and Estates Manager. The team and estate run smoothly in their absence. Projects are successfully delivered on time and to budget.

General Duties

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	QUALIFICATIONS			
1.	IOSH Managing Safely	✓		AF
2.	Understanding of, and commitment to, health and safety, COSHH, risk assessment principles and how to apply these.	✓		AF & I
3.	Commitment to Equality and Diversity, Safeguarding and Prevent	✓		I
4.	First aid at work		✓	AF
5.	Manual Handling	✓		AF
6.	L2 English and Maths GCSE	✓		AF
	ABILITIES/SKILLS/EXPERIENCE			
7.	Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.	✓		AF, I
8.	Experience of site care within a varied environment including contributing to a schedule of planned maintenance	✓		AF, I
9.	Ability to co-ordinate and manage the work of a small team	✓		AF, I
10.	Ability to work with minimum supervision and to take initiative in solving problems as they arise and solve customer complaints and issues	✓		AF, I & T
11.	Experience of maintaining accurate records	✓		I
12.	Ability to communicate with a diverse range of people including students, staff, contractors and other stakeholders.	✓		AF, I
13.	Experience of working effectively as a member of a team and with minimum supervision in order to meet deadlines and carry out tasks.	✓		AF, I
14.	Ability to respond quickly and appropriately to solve problems as they arise	✓		AF, I, T
15.	IT skills including outlook, word, and excel	✓		T
16.	Good written communication with the	✓		T

	ability to produce simple reports			
17.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	✓		AF,I