

St Peter's Charity

Job Description

Job Title: Maintenance and Facilities Co-Ordinator, St Peter's Charity

Accountable to: Chief Executive

Salary range: £13.33-£14.36 per hour (FTE £26,000-£28,000)

Line managed by: The Chief Executive

Line manages: Gardener/handy person

Liases with: The Financial Controller, the Programme Co-ordinator, Front of House Administrators, catering and housekeeping staff, bank staff.

Hours: 16 hours per week. The hours will usually be worked mornings Monday- Thursday 9am to 1pm. Some flexibility will be required for which time off in lieu or overtime payments can be arranged at the approval of the Chief Executive.

Annual holiday entitlement is 28 days pro rata.

Job purpose: Ensuring that St Columba's House, its grounds and the other properties under the charity's ownership are well maintained and in a safe, usable and very good condition.

About the Charity and this role:

St Peter's Charity runs St Columba's House Retreat and Conference Centre on Maybury Hill in Woking. We also own 6 residential properties which are tenanted by a mixture of charitable and commercial lets. We have a small friendly team of part time and full time staff.

We welcome guests both nationally and internationally to experience our Christian hospitality at St Columba's House. The House has 9 meeting rooms and two chapels together with 26 bedrooms. The gardens at St Columba's are attractive wooded spaces with mature trees, shrubs, a pond and lawns.

This role is vital in ensuring that clear records and schedules are kept and that St Columba's House, our other properties and the gardens surrounding St Columba's House are well maintained and developed.

Key tasks:

1. Understanding of Facilities and Systems

- Being the main point of contact within the charity for the maintenance and facilities of St Columba's House including learning about and understanding the various systems and equipment within the house (some training will be given).
- Keeping a watchful eye on systems, facilities and equipment so that problems are spotted early and remedial works planned and delivered in a timely fashion.

2. General Maintenance

- Administrating and overseeing all maintenance works
- Keeping clear records of maintenance works of all kinds
- Keeping, updating and circulating an up to date list of trusted traders and sub-contractors for emergency works
- Keeping a schedule of maintenance contracts and commissioning and booking regular health and safety maintenance visits including:
 - Legionella management
 - Lift maintenance and inspections
 - Electrical certificates (inc PAT testing)
 - Gas certificates and maintenance
 - Fire alarms
 - Fire extinguishers
 - Burglar alarms
- Plan and manage other regular maintenance (by subcontractors) of other systems and facilities including:
 - Door lock key card systems
 - Automatic front doors
 - Kitchen equipment
 - Boilers
 - Pumps
 - Solar system
 - Air conditioning
 - Vermin control
 - Clearing high gutters
 - Sanitary waste
 - Refuse collection
 - Some window cleaning
- Maintain the stock of renewables such as light bulbs, batteries, PPE, etc.
- Assist with regular risk assessments, for fire and health and safety and conduct individual risk assessments as necessary.
- Perform regular inspections of St Columba's House, residential houses, and grounds identifying maintenance and renewal works.

- Consulting with the Front of House team to ensure that maintenance and repair visits cause minimum disruption to guests and that maintenance visits are appropriately recorded on our bookings database.
- Be first point of contact on emergency breakdowns of equipment. Out of hours this will be telephone support to on site staff. Overtime can be claimed for hours worked on emergencies. Manage breakdowns, repairs, floods, accidental damage etc by calling in appropriate sub-contractors. (this is a fairly rare occurrence)
- Administrating the tendering of maintenance contracts as advised by the Chief Executive
- Administrating any remedial works following maintenance visits
- Ensuring that plant machinery is in full working order and regularly maintained. This will involve regular checks and reading of reports.
- Keeping a plan of simple preventative works (e.g. gutter clearing, garden furniture protecting) and instructing the on site gardener/handy person to do the work.
- Overseeing regular maintenance works done by the handy person such as clearing gutters, keeping paths and patios clean, window cleaning, etc.
- Administrating new projects (e.g. installation of solar electricity system, renewal of commercial kitchen, new meeting room furniture etc)
- When appropriate, the postholder will be required to get three comparative quotes for works before a recommendation of contractor is made to the Chief Executive.
- Organising redecorating of rooms to an agreed schedule – small jobs to be done by handy person, organising larger decorating jobs to be done by an outside contractor.
- Ensuring that equipment and furniture is stored in a safe and accessible manner.
- Making appropriate purchases

3. Gardens and grounds

- Ensuring the gardens and grounds of St Columba's House and relevant residential properties are kept in good order.
- This will largely be delivered through line managing the Gardener/Handy Person, however external contractors will need to be identified and managed when appropriate
- Overseeing maintenance and replacement of garden furniture and equipment
- Overseeing and administrating garden improvements

4. Line management

- Line managing the gardener/handy person. This will include:
 - Overseeing the work of the gardener/handy person,
 - Preparing jobs lists,
 - Checking work is done to a good standard

- Instructing Gardener/Handy Person on when to do certain maintenance jobs in gardens and house
- Regular support and review meetings with the gardener/handy person.

5. Planning/Budgetting

- Delivering works within a budget agreed with the Chief Executive
- Assisting the Chief Executive in planning buildings, gardens and maintenance works and in gathering quotes for works in order to budget for the following year.
- Making purchases up to a limit of £250

6. Health and Safety

- Ensure that the health and safety policy of the Charity is followed at all times.
- Report and rectify any health and safety hazards.
- Assist the Chief Executive in the preparation of an annual report on health and safety which is presented to the board of Trustees.
- Assist in the biennial Health and Safety and Fire Risk Assessments.

7. Training

- Undertake and achieve certification in the relevant areas (training provided by St Peter's Charity) including:
 - Legionella Management
 - COSSH
 - Fire Steward

8. Other

- The postholder will report progress regularly to the Chief Executive.
- As the postholder will interact with vulnerable tenants, and will occasionally interact with our guests, a full DBS check for both children and vulnerable adults will be required for this role.
- Any other appropriate tasks may from time to time be delegated by the Chief Executive.
- There are opportunities for interested staff to develop special interests that will enhance the work of St Columba's House, provided that the general duties of the post continue to be achieved.

9. Hours of work

- It is expected that the postholder will work across 4 days per week, usually weekdays.
- It is expected that the postholder will usually begin work by 9am, although there may be some flexibility in hours.
- It is recognised that there will be some emergency works needed as issues arise which may require some work to be done outside the usual working hours and for which time off in lieu or overtime payment will be arranged at the discretion of the Chief Executive.

- This job is subject to a three month trial period. Notice of one week can be given on either side during this trial period.
- Following successful completion of the trial period the notice period for this post will be 1 month.

10. Holiday entitlement, pension and benefits

- Annual holiday entitlement is 28 days pro rata.
- St Columba's House staff are automatically enrolled into an individual pension plan with the People's Pension on completion of their trial period. Staff can opt out of this pension scheme.
- St Columba's House staff are entitled to a discount on bookings at St Columba's House.

11. Person Specification

Essential

- The postholder should be a friendly team player with a helpful demeanour and a caring manner
- Able to build good rapport with contractors and tradespeople as well as colleagues and guests
- A good learner, able to acknowledge what you do not know and ask and research to gain knowledge
- A practical mindset able to troubleshoot and plan practical works effectively
- Highly organised with an ability to juggle tasks, prioritise and manage time effectively
- Excellent computer skills particularly with Excel
- Excellent written and verbal communication skills
- Strong sense of health and safety
- A full enhanced DBS certificate for children and adults at risk will be required

Desirable

- Experience of managing building and maintenance works (this could be gained through work, home or voluntary experience)
- Experience of risk and health and safety assessments
- Experience as a property manager/administrator
- Experience of being a line manager
- Experience of project management

As this is a part time role the employment contract is not exclusive and the postholder may have another employer or work on a self employed basis during non-working hours provided that this does not impinge on the fulfilment of this role.