Job Description – Facilities Superintendent

Job Title:	Facilities Superintendent
Reporting To:	Delivery Manager
Hours Of Work:	Full Time
Job Purpose:	To provide preventative and corrective maintenance across the site, to aid the smooth and safe running of the premises, and ensure compliance with legislative requirements.

Summary of Post

This is an exciting position working in facilities Maintenance at our training centre. The successful candidate will be responsible for management and supervision of general maintenance, site security, site cleaning, kitchen staff and equipment. The Facilities Manager will maintain statutory test and inspection regimes for centre assets, and uphold HSE standards, to ensure optimum productivity, efficiency and quality.

Key Success Factors

At all times ensure that high standards are met, including:

- Upholding and promoting SIMIAN's interests at all times, through our brand, ethos, mission and values;
- Ensuring customers have a first-class experience with SIMIAN;
- Achieving agreed Key Performance Indicators (KPI's);
- Ensuring all working practices and administrative tasks are completed in a timely, consistent, and accurate manner.

Main Duties and Responsibilities

- To be the person in charge of site FM on a day-to-day basis;
- Be responsible for Site cleanliness and the management of cleaners, rotas and equipment;
- Manage the catering provision including staff, asset, stock control and budget;
- Repair and maintenance of all buildings and grounds using in-house or external contractors;
- Carry out emergent works as required - in-house or via external contractor;
- Site incident management;
- Site asset management;
- Audit and maintain site first aid stocks;
- Fire management on site - risk assessment, fire drills , statutory checks, service regimes and maintain documentary records;
- To implement environmental strategies in support of strategies objectives;
- The receipt, safe storage and transportation of materials around site (including COSHH materials) and maintenance of associated records;
- Issue and management of workwear, work equipment and PPE and maintenance of associated records;
- The upkeep of adequate welfare facilities for staff and learners;

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- The routine health, safety, and environmental inspection of the facility and the maintenance of appropriate records, including statutory inspections;
- Monitoring and maintenance of site security arrangements;
- Maintenance of site traffic management arrangements;
- The procurement, selection, management and control of contractors, including induction, risk assessment and method statements, permits to work, site monitoring and ensuring satisfactory completion of the work;
- To support the successful planning and delivery of social value initiatives and other contractual requirements;
- This document does not define the entirety of your duties and as part of a small team, you will be expected to undertake any other duties as may reasonably be expected within the scope and skill of the post, and as required by management.

Skills, Knowledge, Abilities and Other Qualities	
Essential	Desirable
- Working knowledge of the Microsoft Office suite of products; - Knowledge of Health, Safety and Welfare and Legal Compliance; - Driving Licence; - Enhanced DBS Check; - Flexible and adaptable; - Excellent Communication Skills.	- NEBOSH Certificate. - Construction trade specific qualification; - Forklift/Telehandler Licence; - Work at height training; - Risk Assessment Training; - Safeguarding/Prevent Certificate; - Equality and Diversity Training; - First aid qualification; - COSHH Training; - Site supervisor/Manager Qualification; - Demonstrable experience in a similar role; - IOSH Managing Safely Certificate.

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