

Job Description and Person Specification

Location:	North West London (however travel to other AST schools may be required)
Start date:	ASAP
Salary:	up to £50,000 (depending on experience)
Contract type:	Permanent

Avanti schools are Hindu-designated faith schools. However, all staff members **will not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

The Role – Key Responsibilities

To co-ordinate all building and premises related functions across our North West London schools including fire safety management and general building safety, security, maintenance and infrastructure issues across all the schools in AST and Central Offices. The role encompasses overseeing installation and maintenance of essential services and equipment found in all buildings, including: Water, gas and electricity supplies. Lighting, heating and air-conditioning.

Responsible for making sure that buildings and their services meet the needs of the people that work in them. Accountable for services such as cleaning, security and parking, to make sure the surrounding environment is in a suitable condition to work.

Overseeing the safety and maintenance of designated schools/offices and ensuring that these buildings are in compliance with all applicable regulations. Recommending and coordinating improvements to the buildings as needed to ensure a safe, functional, and appealing space.

Main Duties and Responsibilities

- To manage the caretaking and grounds staff within each of the Harrow schools, liaising with Principals and other stakeholders as required
- Recruitment of staff as required to deliver premises and caretaking functions across the various sites
- Explore and embed opportunities to maximise income generation across each of the sites
- Maintaining a safe environment with proper lighting, signage, and disability access
- Drafting and updating emergency plans and evacuation procedures
- Overseeing security, fire prevention, and other safety systems
- Scheduling regular building maintenance
- Use best business practices to manage and reduce operation costs
- Contracting professionals for repairs as needed
- Ensuring that occupants are provided with proper utilities
- Monitoring building maintenance budgets
- Arranging for building improvements
- Overseeing contractors and inspecting completed jobs
- Hiring employees or contractors as needed to maintain, repair, or improve the property



- Providing training for building employees as needed
- Evaluating employee performance and providing direction, correction, or additional training to ensure proper maintenance of the building
- Scheduling contractors and employees
- Resolving complaints, problems, and requests from building tenants
- Overseeing and co-ordinating with emergency response and evacuations
- Maintaining records of tenants
- Inspecting the building frequently for signs of damage or wear
- Managing the business continuity plan for the schools
- Encourage and develop good relations with third parties, e.g. Local Authorities, Police, Fire Officer.
- Undertake regular visits to buildings and meet with relevant individuals to review the building maintenance and services are being provided to support the service.
- Develop relationships with supply chain management team, and AST central support functions that contribute directly to operations delivery and added value for the business.
- Drive a culture of continuous improvement through the premises/caretaking function by identifying and implementing improvements to current practices.
- Develop and establish a long term vision and plan in regard to how the schools can maximise their grounds and facilities.
- To monitor and implement all elements of the Health and Safety Policy in accordance with premises requirements and any legislative/Ofsted guidance, including the risk assessment process under the direction of the Principal.
- To act as a nominated alarm contact for the schools.
- To review quotes in relation to quantities and costs of materials, time and labour for tenders
- Conducting negotiations around contracts and work schedules
- Advise on legal matters, including risks and disputes
- Monitoring sub-contractors and stages of construction where appropriate
- Write regular reports on costs and preparing accounts for payment
- Any other duties commensurate with the level of the role



Person Specification

Skills and Abilities	Essential	Desirable	Assessed By
Ability to work independently and lead	√		Application & interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Experience in providing detailed specifications for tenders	√		Application & interview
Experience in project managing major capital builds	√		Application & interview
Experienced in finding cost-effective and efficient premises solutions across multiple sites	√		Application & interview
Experience in CIF and capital bids		√	Application & interview
Ability to communicate and interact effectively with adult's children and young people	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Proficient in health & safety legislation and requirements.	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Experience in project management, supervising and coordinating the works of contractors ensuring minimum disruption to core activities.		√	Interview
The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.	√		Application & interview
Qualifications and experience			
GCSE at level A – C in English and mathematics or equivalent		√	Application
IOSH Certification or part qualified	√		Application
Holder of BIFM Level 3 qualification in Facilities		√	Application



Willingness to successfully complete the range of training relevant to the job	√		Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
Knowledge			
An understanding of the various cleaning methods and techniques	√		Application & interview
An understanding of health, safety and security issues and relevant legislation affecting schools	√		Interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
A thorough practically based understanding of premises maintenance issues	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview