

Job Description

Post	Facilities Team Leader
Department	Facilities
Responsible to	Head of Facilities
Hours distribution	37 hours per week (full year) covering the working hours of: 7.30am – 9.30pm Mon and Tues 7.30am – 6.30pm Wed and Thurs 7.30am – 6.00pm Fri 8.00am – 4.00pm Mon – Fri (College Holidays) (Some flexibility required occasionally to work outside normal hours) The above will be worked on a 7.5/7 hour shift basis
Working closely with	Facilities Team and appropriate bodies, and all college personnel

Key Purpose:

1	Work alongside, and report directly to, the Facilities Manager to ensure the smooth running of the day-to-day facilities operations
3	Lead the team in the efficient running of all aspects of the facilities assistants' role
4	Directly assist the Facilities Manager in managing contractors, supporting college events and prioritising the jobs list to ensure efficient completion of requests
5	Be a hands-on working member of the team participating in a rotating shift system

Duties and Areas of Responsibility:

Facilities Manager Support	
1	Act as the Facilities Manager's right hand, assisting with daily operations, planning, and administrative tasks
2	Deputise for the Facilities Manager during periods of absence for any operational issues
3	Be a college keyholder and out of hours response for emergencies
4	Provide regular reports on the job list and the successful completion of tasks
Team Leadership & Operational Supervision	
1	Line-manage, motivate and support on-site staff in setting daily tasks
2	Assist the Facilities Manager with training any new staff
3	Monitor the CAFM (Computer-Aided Facility Management) helpdesk, triaging and assigning reactive maintenance requests
Compliance, Health & Safety Support	
1	Conduct regular walk rounds of the estate to pick up any issues, undertake any statutory compliance testing (Fire Safety, Legionella, COSHH etc) required by college
2	Serve as a Fire Warden and First Aider, helping manage emergency evacuation plans and business continuity procedures
Contractor Assistance	
1	Assist the Facilities Manager in supervising third-party contractors
2	Monitor contractor performance and provide feedback to the Facilities Manager
Budgeting & Financial Administration	
1	Support the Facilities Manager with raising purchase orders (POs), verifying invoices, and obtaining quotes from suppliers
2	Assist in identifying cost-saving opportunities and sustainable waste/energy initiatives
General – Including Personnel & Relationships	
1	Providing leadership to the facilities assistants
2	Identifying staff training needs

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3	Supporting the college's Professional Development review process
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: