



The Beaudesert Trust

Providing adventure for young people & conserving Beaudesert Park

Job Specification: Facilities Manager

Reporting to: Centre Manager

Salary Range: up to £30,000

Key responsibility:	Performance measure
Carry out all minor repairs	Customer feedback
Manage contractors to carry out major repairs	Customer feedback and budget
Manage health and safety testing	Annual health and safety audit
Carry out ongoing decorating of the centre	Customer feedback and budget
Be on call as duty manager on a rota	Customer feedback
Supervise the maintenance of the grounds	Customer feedback
Manage a small team of staff	Staff feedback, budget, customer feedback

Key Tasks

- Practical tasks
 - Test emergency lighting, fire alarms, fire doors, fire extinguishers weekly
 - Visually check all portable appliances in accommodation buildings weekly
 - Check boilers and top up as required weekly
 - Complete fire log books and upload
 - Complete legionella weekly checks
 - Check cleanliness of each building weekly
 - Complete weekly vehicle checks
 - Get involved in the annual health and safety audit
 - Carry out 6 monthly fire drills
 - Carry out annual procedure drills
 - Inspect ladders
 - Update the Centre Manager on current health and safety topics and issues
 - Carry out annual decorating regime
 - Respond to all maintenance calls promptly and refer larger issues to contractors
 - Responsible for maintaining a high standard of accommodation and toilets throughout the centre
 - Event build and take down
- Management tasks
 - Manage Trainee Estate Assistant to ensure the grounds are presented in the best possible way
 - Manage the Trainee Maintenance Assistant and give mentoring and training
 - Manage the cleaning of all buildings to ensure they are always presented in the best possible way
 - Manage the inventories in each building
 - Manage the facilities asset list
 - Carry out annual risk assessments
 - Act as the operational responsible health and safety person for the business
 - Manage contractors

Beaudesert Park,
Cannock Wood,
Rugeley,
Staffordshire.
WS15 4JJ



www.beaudesert.org
01543 682278
Admin@beaudesert.org.uk
The King George V Memorial
Scout and Guide Recreational
lands known as The Beaudesert
Trust.

Charity number 522603



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- Manage some projects on building refurbishments
- Participate in senior managers meetings

Key Skills

- Good all round maintenance skills with some formal qualification in at least one trade
- Attention to detail
- Excellent administrative skills, written and verbal communication
- IOSH qualification or willing to complete a course
- Willing to complete other courses as required

Qualifications

Essential E

Desirable D training and courses may be given

- Educated to A level Standard (D)
- Driving Licence (E)
- First aid at work qualification (D)
- At least one trade (D)
- Ladder usage and inspection (D)
- IOSH Managing Safely (D)

Responsible for: Trainee Estate Assistant, Trainee Maintenance Assistant, Cleaners

Working hours: 40 hours per week. Including some weekends when on duty and some evenings for large events.

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