

# ST MARY'S

calling Islington home

## JOB DESCRIPTION AND PERSONAL SPECIFICATION

### **FACILITIES ADMINISTRATOR**

Contract: Part time with a six month probation period

Hours: 25 hours per week

Salary: £17,240 per annum

Department: Operations

Responsible to: Operations & Enterprise Manager

### **Role Description**

The Facilities Administrator is an important role in ensuring the safe running of our historic buildings which play a vital role in facilitating St Mary's community work.

As part of the Operations team you will join St Mary's at an exciting time as we continue to develop and grow support for our community.

### **RESPONSIBILITIES**

#### **Compliance**

1. Ensure that the facilities abide by all compliance regulations under UK law and those required by the Church of England
2. Ensure that the facilities policies, rules and guidelines are up to date and that any changes in legislation are incorporated
3. Manage the regular building checks including fire equipment, first aid, legionella, access ways, facilities inspections, lifts, etc

### **Contractors**

4. Manage the relationship with all regular facilities specific contractors
5. Update and review contracts on a regular basis, ensure value for money
6. Liaise with contractors regarding regular scheduled maintenance and call outs and follow up as required

### **Maintenance**

7. Manage the regular maintenance of the buildings, equipment and grounds
8. Manage and maintain a preventative maintenance schedule
9. Ensure procurement of maintenance and cleaning supplies
10. Work with the maintenance and groundskeeper staff and/or work experience members to guide day to day maintenance tasks
11. Lead on any regular building reports and assessments including, but not limited to, the Quinquennial Buildings report (every four years), energy assessment, fire risk assessments, etc

### **Administration**

12. Maintain and update facilities management database and relevant software and files
13. Perform any data entry required
14. Support reception and bookings team as required
15. Perform and review risk assessments and the Facilities Risk Register
16. Assist the Operations Manager with preparing reports for the PCC (Parochial Church Council) and other committees

### **Systems**

17. Understand and provide support to staff on specific building systems such as door access controls, CCTV systems, door fob systems and any other relevant software. Training will be provided on all systems used.

## **PERSONAL SPECIFICATION**

- Friendly, cheerful, positive and self-driven.
- Able to work independently and as part of a team.
- Someone who is motivated to solve challenges efficiently and in a reasonable time
- Someone with keen attention to detail
- Positive about learning and embracing challenge and change.
- Reliable and trustworthy

## **Knowledge, skills and abilities**

- Administrative and organisational skills
- Some experience working in the charity sector would be beneficial
- A high level of personal presentation and communication skills
- Understanding of facilities management and compliance would be beneficial
- Initiative to solve problems and deal with complaints in a positive and diplomatic manner.
- Willingness to undertake appropriate training and education as part of a commitment to continued professional development
- Able to work within confidentiality and data protection guidelines

## **Note**

St Mary Islington is an Equal Opportunities employer

This post is subject to a DBS check and signed confidential declaration form

Training will be provided on any areas that are covered in this Job description and ongoing staff development is welcomed by St Mary Islington

Staff are expected to operate in sympathy with St Mary Islington's ethics and ethos