

**Multi-Skilled Maintenance Team Leader**

**The National Film and Television School (NFTS)** Beaconsfield

**JOB DESCRIPTION**

### Background

The Maintenance Team Leader will be required to support the Estates & Facilities Manager with the safe and efficient operation of the NFTS site at Beaconsfield. Building ages range from brand new to 100 years old, and are in varying states of repair. There is an ongoing refurbishment and replacement programme.

Ideally with a recognised trade qualification, you will be hands on supporting the day to day completion and supervision of ongoing & ad hoc maintenance tasks of the site. Meeting SLA’s & KPI’s to ensure the grounds and buildings are clean, safe, compliant and suitable for students, staff and visitors. You will have a clear understanding of BMS, reducing costs in reinforcing the schools environmental and sustainability policy.

The Maintenance Team Leader is required to assist the Estates & Facilities Manager with the organisation of site maintenance and compliance reporting, some of which is provided by outsourced companies via annual contract, or purchased. Ad hoc site responsibilities will be shared with an in-house electrician, handyman, maintenance operative, receptionist and contracted security guard.

The Maintenance Team Leader should display strong problem solving and decision-making skills with a solid understanding of building maintenance, repairs, refurbishments, cleaning, and managing staff. Top candidates will be confident at building and equipment maintenance procedures, and have a good command of health and safety regulations and practices.

**Main Responsibilities**

* Building and grounds maintenance
	+ To proactively seek out and attend to maintenance tasks across the entire facility.
	+ Plan jobs to minimise disruption of service across site.
	+ Consult with staff in order to prioritise maintenance and refurbishment activity.
	+ To bring in further contractors or request jobs from other NFTS departments (e.g. engineering) as required
* Cleaning
	+ To continuously monitor the site and liaise with cleaning contractors or undertake jobs as required, to ensure site is kept looking its best at all times.
* Operational
	+ Oversee the maintenance of the site, ensuring the smooth day to day running of the buildings, car parks and grounds
	+ Liaison with external contractors while on site, directing them to required locations and assisting with access.
	+ To regularly check and administer the premises helpdesk, prioritising requests as appropriate and ensuring jobs are undertaken in a timely manner.
	+ To act in the absence of the Estate Facilities Manager for site related information and operations
	+ Assist in developing the existing team’s skill set & mentoring of the maintenance operative.
	+ Able to identify areas that need / can be improved to ensure facilities are fit for purpose, energy efficient and meet the school’s sustainability targets.
* Security
	+ To ensure the integrity of the physical security measures around the site and address any breaches in a timely fashion.
* Maintenance, testing and inspections
	+ To undertake the compliance inspections of fire extinguishers, emergency lights, DB Thermal checks, emergency alarms and safety systems and equipment inspections and ensure any recommendations implemented
* Health and Safety
	+ To ensure policies are adhered to at all times and records are kept up to date relating to all the site-based activities and responsible areas.
	+ Ensure visiting contractors are briefed on the permit to work system and records retained.
	+ To ensure tasks relating to site audits are undertaken in the requisite time.
* Space allocation and changes
	+ To play an active role in the space allocation requirements and assist with the organisation of these areas.
* Contracts
	+ To act as an intermediary contact in the absence of the Estate Facilities Manager for all contract queries and requirements.
* Budget Management
	+ Assist the Estate Facilities Manager with monitoring the budget for the Dept.
* Value for Money
	+ Support the School to achieve Value for Money in all its activities
* Any other duties reasonably associated with the post

**Person Specification**

* A good organiser, making sure that the workplace meets the needs of students and employees by managing all of the required services.
* Flexibility in working hours if required.
* Works well under pressure, understands the need for urgency.
* Student, Staff and other Stakeholder focussed and ability to manage their needs and expectations
* Certification or other evidence of knowledge relevant to Facilities Management, such as I.O.S.H.H, B.I.F.M./ I.W.F.M accreditation.
* A track record of successful experience gained in Facilities, with familiarity of BMS a relevant trade qualification, or H.V.A.C. qualification.
* A broad knowledge or demonstrable skills across various construction trades or practices.
* Experienced in working with others to achieve necessary goals using collaborative working
* Ability to work to deadlines and to change priorities quickly if needed to deliver
* Detail oriented and goal driven