Premises & Maintenance Manager, Ridley Hall

Job Title: Premises Manager

Location: Ridley Hall, Cambridge

Accountable to: Head of Facilities & Estates

Hours: 40 hours a week plus occasional call outs for Emergencies outside normal working hours (8am – 5pm) Monday to Friday

Term: Full time

Ridley Hall is seeking to recruit a successor to the current post holder who is retiring end of March 2020.

**Premises Manager – Job Purpose**

Responsible for the upkeep and efficient maintenance of Ridley Hall and its premises, grounds, building fabric and outside college properties.

Maintaining all Health & Safety sheets, records, legal compliance and Fire & Security to provide a physical support environment commensurate with the Colleges’ objectives, mission and Ridley Hall values (Excellence, Integrity, Commitment and Collaboration).

**Main duties and responsibilities**

The maintenance of the College and its premises, both on and off site. Acts as the safety officer (under the Head of Facilities & Estates) with responsibility for fire risk assessments, alarm testing and meeting all Health & Safety requirements and being part of on call emergency evacuation team.

Attend weekly management meetings, 1 to 1 meeting and community safety meeting.
Ensuring that an appropriate security arrangements are in place and responsible for all the locks and keys within the college.

Act as a Clerk of Works in overseeing and the management of contractors on site.

The setting up and moving of furniture for all student rooms before and during term time and the re-location of furniture throughout the staircases for Summer School, block teaching week students and other conferences.

The upkeep of the grounds which includes general gardening and mowing the lawns.

**Main tasks:**

- Daily maintenance tasks including rectifying within the buildings and student accommodation.
- General, reactive and preventative maintenance tasks for improvements which may require plumbing, carpentry, plastering, brick work, electrical, painting & decorating.
- Maintenance and upkeep of all Health & Safety records, including water temperature testing, legionella testing, weekly fire and emergency lighting checks and other risk assessments.
- The procurement of materials and equipment within approved limits.
- Overseeing and placement of all maintenance contracts, such as boiler maintenance, fire equipment & systems, gas and electricity and window cleaning.
- Any other duties that are within premises and facilities areas and are requested by the management.
- Act as a Health & Safety Officer for the College with on call duties per rotation.

**Skills and experience:**

This is a very much **hands on role** and candidates should have wide experience in the building trade and a good knowledge of H&S regulations

Qualification as IOSH is preferred but not essential.

**Aptitudes and Work Performed Results Areas:**
• To work constructively with a wide range of staff and students in pursuit of the Colleges objectives and fulfilment of its plans.
• Work closely with Head of Facilities & Estates to contribute effectively to the strategic vision of the College and Premises Department
• Ability to work as a member of a team but also motivated to work on his/her own initiative and alone
• Excellent organisational skills and time management
• To report to the Head of Facilities on premises works and priorities
• To maintain the highest levels of service delivery to staff and students
• To establish and maintain service level agreements when required
• To maintain appropriate evidence in respect of the performance of the department – tasks/job logs
• To be responsible for all aspects of the planning and organising of resources in support of students movements and block teaching weeks
• Budget management
• Ability to work unsupervised in a pro-active manner
• A positive, solutions-focused approach to tasks

Details of employment

• Premises Manager will be based at Ridley Hall, Cambridge CB3 9HG and will look after outside properties (Cambridge)  
• The role will attract a salary in a range of £30,000 - £35,000 per annum depending on experience. 
• Annual paid leave entitlement will be 25 days, plus bank holidays. 
• Benefits include a Non-Contributory Pension Scheme, which provides contributions of 10% of gross salary. 
• Lunch is provided in the dining hall free of charge during term time.

Application process

Please submit a CV and Cover Letter to Anna Russell (Head of Facilities & Estates) to email: ar973@cam.ac.uk

Deadline for applications: 6th December

Interviews to be held on: 11th December