

Premises & Maintenance Manager

Job Title: Premises Manager incorporating Health and Safety

Reports to: Chief Executive Officer

Direct reports: Junior Caretaker and cleaner

Full Time (40 hours per week) variable shifts Mon-Sat; occasional Sunday work

This role is on location and not hybrid

Salary range: £33-35K p.a. based on qualifications, skills and experience

Britain's historic S&P Sephardi Community, the oldest established Orthodox Jewish congregation in the United Kingdom seeks to recruit an outstanding individual to the role of Premises and Maintenance Manager.

This role would suit someone with a 'can-do' attitude, who takes pride in their work and who is willing to lead from the front, undertaking any role required to look after our precious buildings.

Even if you don't think you have all the required experience but are willing to learn we'd love to hear from you.

Under the direction of the Chief Executive Officer the Premises and Maintenance Manager will be responsible for:

The cleanliness, security, maintenance and health and safety of the premises of the 3 community synagogues (Bevis Marks, Lauderdale Road, and Wembley) and the designated homes of ecclesiastical staff. The primary location is Lauderdale Road synagogue and the postholder will be required to spend the majority of their time at this site.

Main Activities

The premises manager will have overall responsibility for the following areas and **will carry the majority share of the responsibilities and duties** working with other part time caretaking staff or cleaners where required.

- Lighting, heating, and cleaning of premises, including routine maintenance and operation of the community's buildings and ecclesiastical homes
- The security of premises and contents including the operation of fire and burglar alarms, liaison with contractors responsible for the provision/maintenance of security services and key holder responsibilities

- Porterage and 'in-house' maintenance services
- Other duties arising from the use of the premises
- Administrative procedures concerning line-management of the premises staff, purchasing, and issuing of stock
- Health & Safety

The Role

- To be responsible for and manage the cleanliness and maintenance of Lauderdale Road synagogue and oversee this at the two other synagogues the community synagogues
- Oversee maintenance issues at ecclesiastical homes
- Undertake clear daily, weekly, monthly and annual cleaning and maintenance schedules as required at each site.
- To undertake site security where required
- To manage other part time premises staff and oversee contractors providing services to the community in order to ensure these are of the highest standards.
- To act as Health and Safety officer for the community. Carry out regular inspections and ensure that the full requirements of health and safety legislation and best practice are met.
- To maintain an up-to-date record of servicing and health and safety checks
- The post holder on occasion will be required during out of standard working hours.

Key Responsibilities

Premises Management

- To ensure high standards of cleanliness are maintained To plan and implement special cleaning arrangements e.g. quarterly deep cleans
- To keep under constant review the appearance and state of all areas of each of the synagogue buildings.
- To oversee the daily cleaning and organise deep cleans and ad hoc cleaning cover as required.
- To carry out minor repairs and maintenance
- To be responsible for the oversight of a range of building services such as a refuse collection, pest control and grounds maintenance at each of the synagogues and in the ecclesiastical homes
- Maintain a record of visits of external contractors
- To regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required to the CEO
- To manage projects including gas works and electrical testing of appliances, determine when these jobs need to be done and undertake these within the time and capabilities of yourself and part time caretaker mapping a daily, weekly, monthly, and annual programme of testing and maintenance.

- Be mindful of budgetary constraints when determining what work can be done in-house and what must be commissioned externally. Where the latter is necessary obtaining 3 competitive quotes under the guidance of the maintenance team, using recommended contractors.
- To adjust the boiler to maximize efficiency, ensuring that the boiler house is tidy and nothing flammable is stored there.
- To take responsibility for the ordering, receiving and storage of goods, maintaining an inventory of tools and premises equipment and furniture, fixtures, and fittings
- To ensure the maintenance of all mechanical and electrical services is delivered through approved methods and code of practices. All works need to ensure value for money.
- Ensure all catering equipment is regularly tested and fit for purpose.
- Be committed to delivering the highest levels of customer service.

Site Security

- Carrying out security procedures for synagogue premises, including the management of the opening of buildings and "lockup procedures." To manage all key holders to protect security of the site.
- To act as one of the keyholders responding to emergency callouts and contacting approved suppliers as appropriate, so that safety and security is maintained, risk minimised, and the buildings protected
- To ensure systems are in operation to keep the buildings and ecclesiastical homes secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set in the synagogues when these buildings are closed
- To take responsibility for the safe custody of keys, signing issued keys in and out when required.
- Attend, where appropriate, after hour activities, lettings, and meetings.
- Investigate any breaches of security
- To deal with enquiries from other employees and community members
- To prevent unauthorised access, trespass, or parking of vehicles on the synagogue premises and grounds. This should, however, never be at the expense of risking personal safety.

Health and Safety

- To act in accordance with the Health and Safety policy
- To keep up to date with changes in relevant health and safety law, fire, asbestos and building regulations, ensuring prompt compliance, implementation, and monitoring
- To comply with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained, and that Health and Safety responsibilities are carried out
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved

- To maintain up-to-date fire and health and safety risk assessments and organise fire evacuation drills with the Talmud Torah annually and with the community at agreed times
- To develop and maintain a positive relationship with local fire and police services for each of the synagogues
- Oversee replacing of light sources. Manage cleaning of light fittings, shades, diffusers and replace where necessary
- To regularly inspect/test the fire extinguishers, lifts, fire alarms and ensure all fire exits and escape routes are kept free from obstruction at all times
- To ensure the appropriate signs and notices are visible throughout the synagogues and that these are regularly checked
- To undertake relevant risk assessment during bad weather, taking necessary action, for example using rock salt during icy conditions to reduce hazards.
- Monitoring the standards and safe working practices of external contractors employed on site

Porterage

- To be responsible for the efficient handling of deliveries to the site and the conveying of them to their points of distribution, ensuring all relevant documentation is returned to the Accounts Department (delivery notes, invoices etc) in accordance with the S&P Sephardi Community's financial regulations.

Lettings

- Working with the Accounts department and LR development manager to ensure all lettings operate safely and efficiently. Carry out appropriate induction for hirers, including fire evacuation procedures
- To ensure that the facilities are set up for hirers in accordance with the hire agreement and in line with instructions from the LR development manager, and that the area left clean after use
- To ensure there is an appropriate member of staff on site during lettings.

Other

- To attend weekly meetings with the CEO to plan and review progress
- To ensure premises staff receive appropriate training in accordance with their role and responsibilities
- The post holder will be expected to arrange shift schedules and holiday/sickness cover within the team to ensure there are sufficient staff on site at all times.
- Within the normal working day as other essential duties permit assist in preparing for on-site activities and helping to clear up after these have taken place.
- To undertake other various responsibilities as directed by the CEO and lay leader responsible for maintenance

PERSON SPECIFICATION

Essential Criteria

- Right to work in the UK.
- Knowledge and understanding of all issues relating to site management
- Ability to use computer control systems and undertake basic administrative tasks
- Skills in basic plumbing, electrical work, carpentry/joinery, and painting
- Understanding and ability to apply regulations (such as health & safety, fire, and manual handling)
- Relevant Health and Safety qualifications (NEBOSH / IOSH, COSHH) and/or willingness to undergo training as required
- Experience of working with a range of contractors
- Experience of managing a team
- Experience in security services
- Full UK driving licence
- Previous experience of working in a community environment
- Demonstrate good customer service

Experience

- Experienced in caretaking, building and/or garden maintenance
- Proven management skills
- Experience of plumbing, carpentry, or electrical work desirable
- Experience of maintaining grounds

Personal Characteristics

- Excellent team leader with a 'can-do' attitude and ability to prioritise tasks
- Helpful, caring, and willing to undertake extra tasks and support colleagues
- Strong written and oral communication skills, with the ability to communicate tactfully and effectively
- Understands the importance of confidentiality and discretion
- Able to follow instructions, as well as show initiative, make good judgments and lead when required
- Self motivated and resilient with the ability to work calmly under pressure
- Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)

Specific Skills

- Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets
- Ability to organise, manage and supervise the work of others (e.g., contractors and cleaners)
- The post holder must be able to meet the physical demands of the role
- Ability to strive for greater value for money, constantly reviewing what can be 'brought back in house'

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all site users
- Willingness to undertake training
- **This post is subject to an enhanced Disclosure and Barring Service (DBS) check**