

Post:	Foundation Facilities Manager
Line Manager:	Commercial Director
Hours of Work:	40 hours per week, 52 weeks a year. Some shift work required
Salary:	Depending on experience
Start Date:	As soon as statutory checks are complete
Location	Dean Close Foundation - Cheltenham

The Role

The purpose of this role and primary objectives is to support the day-to-day operation of the Dean Close Foundation Facilities. You will be the main point of contact and operational lead for all commercial and education users of facilities. You will have excellent organisational and customer service skills, ideally with a passion for the leisure & events industry.

Duties

- Be responsible for the management of the day-to-day operation of the facilities and manage the supervision of operational staff on shift for all use.
- Responsible for Duty Managers, including training and recruitment.
- Ensure that excellent customer service is provided to all customers and visitors and that the facilities remain safe, clean, and well maintained at all times.
- Be responsible for the general monitoring of physical aspects of the facilities and in liaison with the Operations Manager make arrangements for minor repairs and maintenance.
- Calendar management of all facilities for school and commercial use and communicate free slots to Commercial Manager.
- Attend weekly planning, H&S, Sports and DCSL meetings.
- Point of access for DCSL & Director of Sports.
- Management and responsibility for facility risk assessments in conjunction with Estates Bursar.
- Organise the servicing of equipment and facilities with budget responsibility.
- Management of maintenance items and facility cleaning, ensuring that jobs are completed by the estates teams as requested by the department.
- Ensure any changes of facility use by Lets are reflected in the calendar and logged.
- Ensure there is a presence during hires especially during crossover periods between hirers and between school and external users
- Logistics of Events, ensuring clashes do not occur and considering parking management by regularly informing and alerting clients when the site is likely to be busy, issuing new codes new hirers and any relevant changes.
- Maintaining Standards of Sports Hall Appearance, particularly after games afternoons ready for external lets in the evening.
- Maintaining and auditing the following:
 - Kit
 - First Aid
 - Games playing kit and equipment
 - Ensuring games kit is ready for school fixtures as required

Person Specification

- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge
- Have proven experience working in venue management, with experience of monitoring and maintaining high standards in facility presentation and customer service.

Terms and Conditions

- All other, non-teaching, staff - 25 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year.
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.