

**King's Arms Trust (Bedford)**  
**Job Description**



Issue 3: 20<sup>th</sup> March 2012

# Building Manager

**Application closing date:** 3 April 2012.

**Hours:** 16 per week, including some evenings and weekends on a flexible basis as required.

**Pay:** £21,000-24,000 per annum (pro-rata depending on experience).

**Accountable to:** Roydon Loveley, Chairman of the Trustees.

**Holiday:** 25 days annual leave (pro rata).

**Probation Period:** Six months.

**Benefits:** Pension scheme and life insurance.

**Place of work:** King's House, 245 Ampthill Road, Bedford MK42 9AZ

## **1. PURPOSE**

Responsible for the fabric of King's House, including maintenance, such that the building and site is in a fit state to be occupied by all the many and varied Users.

## **2. CONTEXT**

King's House is a 30,000 sq ft multi-purpose building on a 3 acre site. Around 50 staff work in the offices, and the 550 seater auditorium and various other meeting rooms are used throughout the week by both King's Arms and external users for meetings, training events and conferences. Phase 1 of the building refurbishment was completed in Nov 2010 and Phase 2 leading to the opening of a coffee shop is underway. Further developments are planned over the next few years.

## **3. PRINCIPAL ACCOUNTABILITIES**

- a. **Management of King's House site.** Ensuring that the car parks, gardens and grassed areas are maintained to high standard using subcontractors, other building staff and volunteers as appropriate and ensuring that the work is completed within agreed cost and timescales.

King's Arms Trust  
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245 Ampthill Road  
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MK42 9AZ

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King's Arms Trust (Bedford)  
The King's Arms Trust (Bedford) a charitable company limited by guarantee registered in England and Wales No 5899019. Charity Number: 1116359 (previously 1044098).



- b. **Management of King's House Building Structure and internal facilities.** Ensuring that the building is maintained to high standard using subcontractors, other building staff and volunteers as appropriate and ensuring that the work is completed within agreed cost and timescales.
- c. **Management of Refurbishment and Development.** This includes various small and medium sized building projects where the successful candidate will, within agreed budgets, obtain quotations and manage the solutions through contractors, other building staff and volunteers to completion.
- d. **Management and supervision of other Building Staff and subcontractors.** This currently includes Caretakers, Cleaners and subcontract cleaners. Specific tasks include: allocation and monitoring the work undertaken, conduct of staff appraisals etc etc
- e. **Security.** Ensuring that procedures are developed and implemented such that the building/site is secure both when occupied and when unoccupied. This includes responsibility for the maintenance and operation of the Intruder Alarm system.
- f. **Health & Safety.** To ensure that the Health and Safety policy and procedures are fully implemented, including:
  - i) Responsibility for the maintenance and operation of the fire alarm system.
  - ii) Produce and maintain the required fire exit and H&S notices and posters.
  - iii) Ensure that regular fire system checks are carried out and recorded.
  - iv) Ensure that the emergency lighting is checked periodically and checks recorded.
  - v) Plan and communicate periodic "full evacuation" fire tests to include Tenants and third party users.
- g. **Facilities Support.** To provide support to the Facilities Team as necessary in order to ensure that rooms are set up for external clients.

#### **4. PERSONAL QUALITIES**

It is essential that the applicant:

- Has good staff management skills and capabilities.
- Is confident and capable of working on their own initiative.
- Is comfortable working to deadlines.
- Is flexible, self-motivated and reliable.
- Takes pride in their work and has an eye for detail.
- Has the ability to prioritise and to manage their workload.



## **5. HIGHLY DESIRABLE EXPERIENCE & SKILLS**

It is highly desirable that the applicant has:

- Significant experience of building operation and management.
- Detailed and current knowledge of Health and Safety legislation as applied to buildings such as King's House.
- Computer skills and experience of standard business applications including MS Word & Excel.
- Excellent written and verbal skills.

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