



Head of Facilities

Job Description & Person Specification

BeyondAutism

July 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- As Head of Facilities you will be responsible for the management of the site teams and cleaning teams across BeyondAutism's sites to ensure the local delivery of contracts, maintenance, procurement and site management.
- With a hands-on approach, you will oversee all BeyondAutism premises, the premises policy and all related Health and Safety, compliance and maintenance.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Estates management

- Management of the operations information systems. E.g. Inventory, Health and Safety logging
- Ensure that we receive competitive quotes for all works carried out on our sites in compliance with our financial regulations
- Ensure that all contractors are communicated with in a timely and professional manner on all works to be carried out
- Project management. Prepare business cases and feasibility studies; tender, award and manage projects
- Manage all compliance maintenance and work closely with the site team to ensure these are completed
- Scheduling of maintenance across all sites, maintaining a 3 – 5 year maintenance cycle that informs budget setting
- Work with Heads of Service to source and prepare appropriate buildings/spaces in order to expand services
- Manage and maintain an Asset Register for BeyondAutism
- On request, provide data for SMT, governors, trustees and Heads of Services
- Liaise with services' administrative staff to ensure required data is captured and scheduling of site works are smooth
- Manage the schools' personnel check -n (inventory) and access control systems
- Management of the cleaning and consumable supply contracts

Health and safety management

- Ensure that the site team and the Senior Management Team are supported in ensuring our sites comply with Health and Safety legislation
- Support the Director of Finance with the organisation and completion of Health and Safety Audits
- Knowledge and understanding of Health and Safety, relating to fire, water, and asbestos
- Chair organisational Health and Safety and maintenance meetings and attend site specific meetings

Reporting and recording

- Ensure that all site documentation is held in a central file. Including checking and holding site-based certification, arranging annual reviews, arranging testing and monitoring at each site in particular related to Health and Safety legislation to include, though not limited to, electrical testing, gas testing, legionella testing, fire assessment
- Ensure that accurate registers are kept of asbestos, and hazardous substances across all sites
- Ensure minutes are taken at any operational meeting in particular, estates and Health and Safety meetings
- Provide monthly reports to SMT
- Attend monthly Services SMT, providing reports as required by the COO

Management responsibilities

- To manage and provide strategic leadership to the Site and Cleaning teams
- To provide monthly supervision and ensure structures are in place for effective appraisal, personal development and performance management of the Site and Cleaning Teams
- To take all possible precautions to safeguard the welfare and safety of staff, pupils, students, visitors and the public, by implementing all policies related to safeguarding, health, safety and risk
- To manage the Maintenance and facilities budget in conjunction with SMT and the annual service development plans
- Adhere to the Premises Policy, working with SMT to ensure that new premises acquisition is managed appropriately, and disposal is managed in a timely and effective manner

General

- Adhere to BeyondAutism's Safeguarding Policies
- Work within the organisational Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the staff handbook
- Comply with the Data Protection Act/GDPR
- Undertake other reasonable duties related to the job purpose required from time to time
- Navigate our Carbon Neutral ambitions by formulating and driving the charity sustainability targets

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, as reasonably directed by the COO. This job description will be reviewed regularly in the light of changing organisational requirements and any such changes will be discussed with the post holder. The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post.

What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Leading the facilities team, you will ensure all BeyondAutism premises are maintained to provide the best learning environment possible.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> English and Maths GCSE grade 6 or above (or equivalent) 	<ul style="list-style-type: none"> Royal Institute of Chartered Surveyors membership
Experience	<ul style="list-style-type: none"> Significant experience at a supervisory level Experience working in collaboration with a range of stakeholders across organisations Demonstrable experience of leading and participating in the development, interpretation and implementation of policies Experience working as a member of a senior team Contract management and negotiation including property leases Budget setting and management Managing compliance with Health and Safety legislation Multi-site facilities management 	<ul style="list-style-type: none"> Experience working in schools and services for people with SEND
Knowledge	<ul style="list-style-type: none"> Demonstrable knowledge of Health and Safety legislation and compliance Demonstrable knowledge of risk-based maintenance, planned preventative maintenance and condition maintenance 	
Skills	<ul style="list-style-type: none"> Good interpersonal skills with individuals and groups combined with team management skills Senior management level report writing skills Presentation skills Advanced skills in the usage of Microsoft Excel, PowerPoint and Word Budgeting 	

Job information

SALARY SCALE:	£51,400 - £54,530
HOURS:	37.5 hours per week
ACCOUNTABLE TO:	COO
LOCATION(S):	BeyondAutism services, London
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	If you're interested in applying for the role, please send your CV and covering letter detailing how you meet the person specification and your interest to recruitment@beyondautism.org.uk . If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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