



The Architectural Association

Montague Street Building Supervisor

Salary:	£30,550 to £33,570.00 per annum
Location:	London – Bedford Square & Montague St
Department:	Estates & Facilities
Reporting to:	Maintenance Supervisor & Deputy Facilities & Projects Manager
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday; 8am-4pm Occasional working on Saturdays is required
Responsible for:	Student Assistants & occasional contracted staff

Role Overview

- To daily check the premises in Montague Street to ensure the safe operation and upkeep of all sites
- To conduct and organise repairs and maintenance tasks, room set-ups, and manual handling.
- To regularly liaise with the security, maintenance teams and cleaning staff, ensuring that the School's H&S policies are adhered to.
- To be responsible for co-ordinating and directing a team of Montague Street maintenance staff and reporting back to the line manager on operational and planning aspects of the role.

Main Responsibilities

- Ensure all minor repairs and maintenance tasks are completed within the buildings.
- Carry out daily inspections of the premises in Montague Street, including heating, cooling, lighting, and alarm systems to ensure they are all in good working order.
- Ensure all furniture and fittings are safe, comfortable, and meet H&S compliance.
- Oversee weekly Legionella tests at Montague Street sites.
- To undertake Fire Marshal responsibilities and assist with emergency procedures.
- To act as an appointed first aider when needed.
- To be responsible for the upkeep of grounds and gardens at Montagu Street and to arrange external contractors where necessary.
- To liaise with all stakeholders (students, staff, contractors, visitors) with courtesy and promptness at all times.
- To keep maintenance logs and report back to the line manager on daily activities.

- To oversee a team of Montague Street maintenance staff and ensure effective delegation of tasks to all maintenance operatives and the contracted team where necessary.
- Together with the line manager and team members, ensure the safe operation of the departmental workshop, machinery, tools, equipment, ensuring regular professional cleaning and safety checks are carried out.
- Together with the H&S Compliance Officer and team members, ensure the premises are maintained to a safe condition and that the risk assessments relating to fire, COSHH, and other building compliance are carried out and reviewed.
- To monitor equipment and stock and arrange procurement where necessary and to keep accurate and up-to-date records.
- The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post, collaborating fully with others to get the work done and achieving the AA's objectives.
- To be responsible and to ensure that all building systems are in good working condition.
- If necessary, to assist in planned maintenance programmes and projects as per schedule.

Operational Housekeeping and Room Setting (Montague Street/Bedford Sq):

- To monitor housekeeping (such as keeping fire exits clear) and cleaning standards and ensure that any shortfalls are rectified, and re-occurrence addressed.
- To ensure that the room set-ups are efficient and delivered in a timely manner.
- To ensure that a daily handover is taking place with specific tasks and targets to the Maintenance Supervisor/Deputy Facilities & Projects Manager.
- To ensure prompt dispersion of deliveries and collection items within the AA throughout the buildings, if needed.
- In conjunction with the Estates & Facilities team members, to be responsible in ensuring that all storerooms and all other relevant areas are tidy, safe to use or enter and clean at all times.

Health & Safety:

- To represent the department as the point of contact for Health and Safety and work closely together with the Maintenance Supervisor and the Deputy Facilities & Projects Manager to ensure that procedures are implemented and maintained to the correct standard at all times.
- To ensure that the safety of all staff, students and visitors to the AA remains of paramount importance at all times.
- To support and assist the Maintenance Supervisor and Deputy Facilities & Projects Manager in carrying out any risk assessments relevant to the department: Fire, Building and COSHH.
- To ensure that the use of Health & Safety signage is observed at all times.
- To take part in any health and safety training within the AA in relation to specific areas such as fire safety, COSHH, manual handling, safety in the workplace practices etc.

Personnel:

- To ensure an effective delegation of tasks to the contracted student assistants when necessary.

Finance and Cost Control:

- To comply with the school purchasing policies and practices.
- To ensure that all stocks are managed in quantity and quality and secured at all times.

Other Duties:

- To be available for staff meetings and the school events, when necessary.
- To be available for occasional weekend work subject to days off in lieu or overtime at the rate in accordance with the school policy.
- To undertake any reasonable requests for ad hoc duties as requested by the Maintenance Supervisor or Deputy Facilities & Projects Manager.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

- Good written and verbal communication; ability to explain technical terms to a non-technical audience.
- Attention to detail.
- A positive and enthusiastic outlook.
- Organised and planned approach to work.
- Flexible and capable of responding to varying workloads.
- Able to analyse and present basic data in comprehensive format.
- Numerical skills.
- A working knowledge of health & safety requirements and responsibilities.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.