

JOB DESCRIPTION

JOB TITLE:	Facilities Lead
ORGANISATION:	Immediate Care Division, The Practice [TP] Surgeries Ltd
REPORTS TO:	Operations Manager GPLHC and Facilities Manager, The Practice plc
LOCATION:	Edridge Road Community Health Centre [ERCHC] Impact House, 2 Edridge Road Croydon CR9 1PJ

The Practice delivers primary care to registered and walk in patients within its GP Led Health Centre [GPLHC] in Croydon. The GPLHC is located on the ground floor of Edridge Road Community Health Centre along with other health care providers [Dental Services, Sexual and Reproductive Health, Breast Screening and Pharmacy].

In relation to facilities The Practice has a) full responsibility for its areas [GPLHC and communal areas] and b) a coordinating responsibility for all the ERCHC space.

On a day to day basis the post holder will work to the GPLHC Operations Manager on site, with the facilities manager available for specialist advice and guidance.

MAIN RESPONSIBILITIES

- Management of facilities for The Practice GPLHC
- Co-ordination of general facilities for the building including non TP areas.
- Liaison and communication between TP and other organisations in the building.

MAIN TASKS – PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordination of Health and safety operations to include :

- 1.1. Coordination of the fire procedures in the building including staff training
- 1.2. To be a fire marshal
- 1.3. To lead the evacuation procedure
- 1.4. Risk assessments
- 1.5. COSHH
- 1.6. Infection control audits
- 1.7. Conformance to all H&S legislation
- 1.8. Other Health and safety training

2. Maintenance of building and equipment to include :

- 2.1. Building maintenance and issues – first port of call
- 2.2. Ordering of cleaning supplies and general consumables
- 2.3. Water dispensers

3. Maintenance of Asset Register

- 3.1. Generate and maintain register for The Practice
- 3.2. Hold master asset registers for all providers

4. Day to day administration of supplier(s) contracts for ERCHC

- 4.1. PAT testing of all ERCH electrical equipment by the buildings maintenance contractor
- 4.2. Equipment maintenance and repair
- 4.3. Cleaning – internal building and windows
- 4.4. Waste disposal
- 4.5. Pest control
- 4.6. Vending machine and information kiosk
- 4.7. IT and phone systems

5. General duties

- 5.1. Post in and post out
- 5.2. Co-ordinate the key suiting process for the building including issuing and reclaiming swipe card and keys
- 5.3. Stock Patient leaflets
- 5.4. Undertake the ERCHC survey
- 5.5. Attend the Consortia Committee meetings
- 5.6. Any other reasonable task requested by the Operations or Facilities Manager

PERSON SPECIFICATION

Essential

The Candidate should be IT literate and have experience in Facilities, including knowledge of the statutory requirements for Health and Safety.

Time management and decision making abilities with good negotiating skills are important.

Desirable

Experience in Clinical environments e.g. GP surgeries.

Qualifications in Health and Safety (e.g. First Aid, Fire awareness, risk assessments etc.)