



Gloucestershire College is advertising this role on behalf of Gloucestershire Facilities Management (GFM).

## About the Role – Employment Details

Post Number	A158
Job Title	Facilities Supervisor (Cheltenham Hardwick Campus). Start date mid-August 2026
Salary	£25,631.05 per annum (based on full time salary of £27,843.33)
Contract Type	Permanent, 37 hours per week, 40 weeks per year
Campus	Cheltenham Hardwick Gloucester, Cheltenham or Cinderford
Department	Estates
Reporting To	Estates Manager
Holiday	8 weeks annual leave/bank holiday entitlement included in the salary
Pension	People's Pension – 6% matched contribution

## About the Role

We are looking for a proactive and reliable **Facilities Supervisor** to play a key role in maintaining a safe, secure, and welcoming environment for our staff, students, and visitors at our **new Cheltenham Hardwick Campus**.

This is a varied and hands-on role where no two days are the same. You will oversee site security, ensure health & safety compliance and provide a professional front-of-house service.

## About the Role – Duties and Responsibilities

### Facilities Supervisor

- Lead site operations and act as main point of contact
- Open/secure buildings, manage alarms and access systems
- Line manage staff (attendance, appraisals, training compliance)
- Oversee estates tasks, maintenance coordination, and site vehicles
- Manage site security (keys, access, contractors, permits to work)
- Liaise with staff, students, contractors, and H&S/maintenance teams
- Ensure compliance with regulations and sustainability strategy

### Duty Manager

- Coordinate emergency response (fire alarms, evacuations, incidents)
- Act as Incident/Duty Manager and Fire Evacuation Coordinator
- Manage accidents, security issues, and critical situations
- Liaise with emergency services and internal teams as required
- Act as first point of contact for incidents and first aid (if needed)
- Escalate issues in line with college procedures





### **General Estates Management**

- Oversee reception/front-of-house services and visitor management
- Ensure safeguarding and H&S compliance for visitors/contractors
- Manage post, deliveries, lost property, and site presentation
- Monitor service quality, respond to feedback, and support income generation

### **Administration & Finance**

- Raise purchase orders and support administrative processes
- Assist with tendering for estates, cleaning, and waste services
- Handle enquiries via reception, phone, email, and service desk
- Maintain records (car parking, SharePoint, post/courier services)

### **Caretaking & Estates Support**

- Provide caretaking and site support services
- Monitor H&S compliance and maintenance requests
- Support contractors and maintenance activities when required
- Assist with cleaning, waste, recycling, and energy management
- Ensure site security and support estates strategy delivery
- Provide cross-site support and staff redeployment as needed

### **Health & Safety**

- Coordinate and escalate H&S matters and compliance requirements
- Support, coordinate, and escalate as required to the Health & Safety team
- Submission of environmental waste declaration and registration

### **About the College – Our Expectations**

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





## About You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>– Experience working in either Estates / Facilities / Site Management or other service management capacity (e.g hotel service management).</li> <li>– Experience of leading and managing staff.</li> <li>– Experience of working to high standards of health and safety, quality and environmental legislation.</li> <li>– Experience of managing a multi site/campus operation.</li> <li>– Electronic service desk and SLAs.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Qualified to HNC/D minimum / degree / professional qualification.</li> <li>– IT literate.</li> <li>– First aid qualification or willingness to undertake if deemed appropriate.</li> <li>– Certificate in Management Studies / Diploma in Management Studies/</li> <li>– NVQ 4/5 management.</li> <li>– H&amp;S qualification.</li> </ul>

### The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Capable of working with a minimum amount of supervision</li> <li>– The ability to demonstrate a high level of customer care.</li> <li>– The ability to organise a varied workload and manage time effectively.</li> <li>– The ability to lead, inspire and motivate others.</li> <li>– The ability to operate flexibly, responding to building needs outside core hours. - Please note this is not a 9.00am – 5.00pm job.</li> <li>– The ability to produce reports and analyse statistical information.</li> <li>– The ability to maintain contracts profitably within close tolerances of annual budget.</li> <li>– Excellent written and oral communication skills.</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.</li>   <li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li> </ul>





If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

