



GARDEN COURT CHAMBERS LIMITED

BUILDING MAINTENANCE OFFICER

Salary: £25,000 - £30,000 PA, depending on experience

Line Manager: Operations Manager

Based in: Services Team

Job Description

1. All aspects of day to day maintenance of Chambers' building including:
 - a) Electrical work
 - b) Plumbing
 - c) Heating
 - d) Lighting
 - e) Kitchen equipment
 - f) Carpentry
 - g) Painting
 - h) Signage
 - i) Security
 - j) Cleaning
 - k) Fire equipment/Fire precautions
2. Keeping a record of faults and snags and action taken to rectify them
3. Engaging outside contractors where necessary and obtaining necessary approval for expenditure
4. Maintaining a record of maintenance contracts with external contractors and ensuring that they are monitored and renewed as necessary
5. Carrying out a programme of planned and cyclical maintenance and maintaining appropriate records to ensure this function is managed effectively
6. Liaising with outside contractors when they are on premises
7. Liaising with Camden Council/English Heritage on any issues concerning the listing of the buildings
8. Undertaking an oversight on health and safety check and noting and reporting to the Operations Manager items requiring action
9. Working with the Operations Manager to ensure that the building meets the requirements of Health and Safety legislation
10. Ensuring that small electrical equipment is PAT tested as necessary
11. Provide support for the setting up and security of internal and external events which may include some evening work from time to time
12. Managing the day to day security of the building and keeping appropriate records, including operating Access Control System
13. Supervising the daily cleaning of the building and liaison with contractors to maintain a clean and safe site at all times

14. Such other duties as may be required from time to time as determined by the Operations Manager, including but not limited to:
- a) Setting up rooms for meetings, internal/external events
 - b) Preparing papers for archiving in according to Chambers protocol on returning papers

Person Specification

Essential

1. A calm and patient approach to work in a very busy environment
2. To be able to use initiative and work unsupervised and use time management skills to ensure tasks are completed on time
3. Ability to prioritise tasks
4. A logical and methodical approach to resolving issues
5. Willingness to assist and learn from colleagues
6. Flexible
- 7.

Desirable

- Good command of the English language, both verbal and written
- Experience of working in an office