

Facilities & Compliance Manager

Responsible to: Managing Director, with reporting line to Finance Director in day-to-day financial matters

Responsible for: Administrative Assistant
Caretaker

Purpose of job: The primary purpose of the role of Facilities & Compliance Manager is to ensure the smooth running of all BADA's facilities both in London and, during its summer programme, in Oxford; to have oversight of, and ensure the institution's compliance with, all essential legislation, and to ensure the efficient operation of the BADA office.

Duties and Responsibilities

To ensure the smooth running of all BADA's facilities both in London and in Oxford:

- Gloucester Gate: general facilities management including but not limited to maintenance, security, lettings, cleaning
- External teaching rooms and theatre hire
- Oxford summer programmes: liaising with venues and partners, bookings, general preparation and annual setting up of BADA's temporary Oxford office
- Events: co-ordinate and lead the preparations, set-up and ordering of catering for BADA events (e.g. student orientation day, faculty meetings, farewell party etc)

To ensure that BADA complies with all essential legislation, particularly with regard to:

- Immigration: compliance and processes including UK entry, student documents and all requisite record-keeping
- Inspections by the Independent Schools Inspectorate: preparation, co-ordination and ongoing compliance
- Policies and Procedures: actively monitor and, in consultation with specialist contractors, ensure the ongoing compliance of the full range of BADA's policies & procedures, including General Data Protection Registration
- Health & Safety: to act as the institution's health & safety lead, actively monitor relevant guidance and, in consultation with specialist contractors, ensure a safe and compliant working and living environment
- Initiate and lead regular health & safety meetings, to include the students and staff of BADA, and to ensure that relevant information is disseminated to visitors to the building
- Oversee and implement any special measures required due to the COVID-19 pandemic
- In collaboration with the Programme Support & Student Welfare Officer, ensure that all risk assessments have been carried out on student housing, and that housing facilities are compliant and that emergency procedures are clearly communicated
- Ensure that risk assessments are undertaken as appropriate across the organisation, and that emergency procedures are clearly communicated at the outset both on and off-site

To ensure the smooth running of the BADA office including:

- Supporting all colleagues as necessary
- Overseeing IT support in consultation with BADA's IT suppliers
- Monitoring office equipment and supplies, re-stocking as necessary
- Any other duties deemed necessary for the running of BADA, as reasonably requested

Other

- Be part of BADA's emergency on-call rota, providing emergency support to all BADA students 24/7, which may require out of hours attendance at BADA's student accommodation, hospitals etc
- Manage necessary expenditure in line with defined budgets