



Facilities Assistant – Part time (25-30 hours per week)

Hazlewoods Facilities team ensure the effective and efficient operation of Hazlewoods' buildings and grounds at our three sites around Cheltenham, ensuring high standards are maintained, together with health and safety regulations compliance.

The Facilities Assistant will work alongside the Office Manager and Building and Property Manager. The role is practical and hands on which will suit someone with drive and initiative, and who has exceptional customer service and organisational skills.

While the position primarily involves practical tasks, occasional weekend work (with overtime compensation) may be required. Physical stamina is essential, as some aspects of the role can be demanding.

Responsibilities:

- Be fully involved in ensuring compliance with all health and safety requirements.
- Assist with project work and re-desking requests.
- Assist with maintenance, cleaning, catering, stock management, etc.
- Ensure that property related contractual and statutory obligations are delivered.
- Maintain high office standards through carrying out building checks and reporting any building defects affecting the security, health and safety and general running of our sites.
- Implement and maintain a central database of first aiders and fire wardens, as well as booking first aid and fire warden training courses and filing certifications.
- Oversee the door entry system, ensuring all employees have current access (updating joiners and leavers).
- Maintain Facilities' database, to include diary appointments for all monthly and annual maintenance checks, meter readings, etc.
- Maintain office manuals, including practical advice for staff and information pertinent to each office.
- Obtain quotes from contractors for various maintenance work and ad-hoc projects, building up a contractor database.
- Escort and assist external contractors during repairs and maintenance activities whilst on-site

YOU WILL THRIVE IN THIS ROLE IF:

- You have excellent property maintenance skills
- You have prior experience in a facilities role (advantageous)
- You have good knowledge in Microsoft, including Outlook and Word
- You are highly organised with good written/verbal communication
- You have proven high quality customer service delivery skills
- You work independently, as well as part of a team
- You are flexible, with a can-do attitude, enthusiastic and able to work under pressure.

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