



Building Manager (Part Time)
Closing Date: 31st July 2025

Salary: £28,000 FTE (£18,400 actual)

We are looking for a new colleague to join our Operations team and support the provision a safe and pleasant working environment at the BHS offices.

You will be responsible for overseeing the maintenance, safety and the operations of BHS offices at Abbey Park. Managing contractors and external suppliers to ensure that the facility is proactively managed and ensuring that best practices are followed, to provide an appropriate, safe and comfortable working environment for employees and tenants.

We offer 26 days' annual leave (+ public holidays) on starting, matched pension contributions up to 5%, enhanced pay when taking leave as your family grows, income protection insurance, a health-cash plan and a wide range of wellbeing and mental health support services.




Location: Our office is based near Stoneleigh in Warwickshire. This role is office based and is offered on an annualised hours contract at 23 hours per week. This means that some weeks you may work more, some weeks you may work fewer, according to the needs of the business and the activities that are planned.

Hours: Our building is open from 08:35 – 17:00 Monday-Thursday – and 08:35 – 15:00 on Friday






What you'll be doing:

- ✓ Using the Facilities ticketing system to prioritise reported issues, escalating to the Head of Operations where necessary
- ✓ Ensuring that BHS HQ is maintained in a good state of repair and, if something isn't easily fixed, report any remedial works which need to be undertaken in a timely manner
- ✓ Working closely with our Health and Safety Manager to ensure that the building and all work spaces and communal areas conform to all health and safety legislative requirements
- ✓ Working alongside the Head of Operations to develop and manage a proactive plan for building maintenance
- ✓ Assisting the Head of Operations with planning budgets and procurement of specialist contractors
- ✓ Managing specialist contractors to ensure work is carried out in a safe, timely and appropriate manner
- ✓ Assisting the Facilities team to deliver a first class service to colleagues and external stakeholders.

What you won't be doing:

-  Major repairs or building works
-  Sitting at a desk all day
-  Doing the same thing every day.

This is a great role for you if:

-  You can turn your hand to fixing minor issues like a broken blind cord, replacing a damaged carpet tile, altering a door closer, climbing a ladder to change the batteries on CCTV cameras and carrying out weekly fire alarm tests.
-  You are confident to assist people on the phone and can use technology to manage appointments and contractors
-  You are happy to be contacted out of hours very occasionally, to help someone access the building or respond to a problem.
-  You are looking for a role where you can bring a wealth of practical skills, knowledge and experience to keep the offices well maintained and fit for the future.
-  You want to work in an organisation that supports you to bring your full, authentic self to work and is working really hard to be a beacon of inclusion in the equestrian sector.

How to apply:

If it would help you to apply using an alternative method please contact us at the same email address or by calling 02476 840514 and we'll be happy to discuss your individual requirements.