

MOUNTVIEW

Job Description

JOB TITLE: Facilities Assistant (Maintenance)

RESPONSIBLE TO: Facilities Manager

WORKS CLOSELY WITH: Venue & Estates Team
Welcome Team
Student Services Team

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Facilities Assistant is a key member of Mountview's Venue & Estates team. Reporting to the Facilities Manager, the post holder will be responsible for assisting in the upkeep and maintenance of all areas of Mountview's premises, including buildings, grounds, equipment and environmental services, helping ensure that the site is clean, safe, warm, welcoming and fit for purpose at all times.

This position is a physical role and will require manual handling, working at height, operating power tools, working in confined spaces and working on the exterior of the building. The post is also a key holder and will be required to respond to call outs when required.

KEY RESPONSIBILITIES

Maintenance of Buildings, Grounds and Equipment

- Carry out maintenance of all Mountview buildings and equipment, for example:
 - General repairs
 - Decorating
 - Doors and access
 - Carpentry
 - Plumbing repairs
 - Drainage maintenance
 - Minor electrical work
 - Emergency Systems and Life Safety System audits
 - Building safety checks and compliance inspections
- Assist in the upkeep and maintenance of external areas.

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- Assist in mitigating the effects of adverse weather conditions affecting access to and egress from the premises, e.g. salting paths, clearing snow.
- Assist in maintaining and updating the maintenance log on a regular basis, and help ensure all required actions are taken in a timely manner.
- Keep appropriate paperwork and accurate records for Mountview's Building & Facilities management systems.
- Report and log faults and maintenance requests by staff and students, and help ensure that prompt remedial action is taken.
- Keep work areas tidy and safe and report any hazard, accident, loss or damage in line with agreed procedures.
- Assist in the upkeep of stock of all necessary maintenance supplies and equipment.
- Carry out routine procedures and inspection of ancillary equipment in line with all PPM's, e.g. air handling units, pumps, batteries, window blinds, etc.

Service Management and Contractor Supervision

- Help ensure that accurate monthly utility readings are carried out and logged.
- Liaise with Mountview tenants and commercial operators as required, in consultation with the Facilities Manager and Venue & Estates Director, and act at all times within the terms of leases.
- Assist in the management of contractors.
- Act as a point of contact for external suppliers/contractors, helping ensure they are fully briefed, all works are planned and completed to a high standard and all paperwork is in place such as permits to work, risk assessments and method statements.

Cleaning and Housekeeping

- Assist in monitoring the standards of cleanliness and condition of the building and reporting any cleaning or maintenance issues to Cleaning Supervisor or Facilities Manager.
- Take a lead role in all water hygiene procedures such as legionella prevention, cleaning, monthly water temperature readings and additional work as required.

Health and Safety

- Act in accordance with Mountview's Health and Safety Policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of the post.
- Help ensure that the highest level of care is taken for the health and safety of staff, students, visitors, contractors and any other persons on the premises (in keeping with the Health and Safety at Work Act 1974).
- Help ensure that all health and safety regulations and approved codes of practice are adhered to, that all equipment is safe, clean and in full working order, and that all work on the premises is carried out safely and in line with agreed work schedules.
- Help ensure that correct and agreed signage is in place on site and in all areas of the building, including fire signs.
- Carry out the Weekly Fire Alarm test with the Duty Managers, inspecting and resetting any other fire prevention/access systems and reporting on condition of fire extinguishers to the Facilities Manager.
- Be part of the Emergency Response team, reacting professionally and responsibly to any emergencies or evacuations.
- Attend and contribute to Mountview's Health and Safety Committee as required.

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- Complete Risk Assessments whenever appropriate and follow existing risk assessments and method statements.
- Assist in maintaining a register with an up-to-date record of all health and safety risk assessments, including those for external contractors.
- Assist in maintaining a log of all health and safety issues, e.g. servicing of fire extinguishers, fire exits, inspection of gas boilers, asbestos inspection, PAT testing, legionella assessments.

Other Duties

- Act as an ambassador and brand guardian for Mountview at all times.
- Attend and contribute to staff meetings as required.
- Undertake training and development as required.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Qualifications

- Relevant professional qualifications, e.g. maintenance, building services, plumbing, electrical.
- Health and Safety qualification.
- Full clean driving licence (desirable).

Knowledge and Experience

- At least three year's evidenced experience in a similar role.
- Excellent practical technical knowledge of building maintenance.
- Sound knowledge and understanding of key compliance issues including Health and Safety legislation.
- Experience of contractor supervision.
- Experience of working with maintenance programmes.
- Ability to undertake hands-on maintenance.

Personal Qualities and Abilities

- Ability to work positively, proactively and flexibly in a busy educational environment.
- Good interpersonal skills and ability to deal with a range of people including students, staff and contractors.
- Ability to organise workload to make effective use of time and resources.
- Ability to think, analyse and problem solve.
- Ability to negotiate and cooperate with others.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

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The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

The successful candidate may be required to undertake a DBS check.

TERMS AND CONDITIONS

Salary: Circa £24-25K per annum, depending on experience.

Contract: Permanent, full time.

Hours: 40 per week, exact hours to be agreed with line manager, with a 1 hour unpaid break each day. Additional hours may be required, including some evenings and weekends, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their line manager.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Monday 15 August at midday**.

HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** to Emily Britton, Venue & Estates Administrator, at emilybritton@mountview.org.uk

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.