

MOUNTVIEW

Job Description

JOB TITLE: Building Maintenance Technician

RESPONSIBLE TO: Facilities Manager

WORKS CLOSELY WITH: Facilities & Operations Team
Welcome Team
Student Services Team
Production Team

WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview does things differently. Through our higher education programmes, our participation work, our growing network of regional sites, and our own examination board in Musical Theatre, Mountview Exams, we aim to dismantle barriers to the arts, open access to training for people of all ages and abilities, and engage meaningfully with the communities around us.

We are a vibrant, outward-looking organisation, agile and responsive to a changing sector. Each year we share our space, expertise and resources, learning from and collaborating with the rich cultural ecology on our doorstep and beyond. While our purpose-built home in Peckham remains central to who we are, Mountview is not defined by a single location: it is not a building, but an ethos.

OUR MISSION, VISION AND VALUES

Mountview is dedicated to developing the actors, technicians and practitioners who will shape the future of the creative industries.

Our vision is to be a world leader in dramatic training, making an impact locally, nationally and internationally. We give potential a chance, nurturing bold, curious and purposeful artists, and we work to ensure our teaching remains current, ambitious and relevant. We train our students to the highest standards, developing skills, confidence and individuality through innovative practice, close industry relationships and a deep belief in the power of creativity to change lives.

Our staff team is highly skilled and collectively committed to Mountview's mission. Together, we have built a flourishing, energetic workplace that celebrates kindness and difference, and succeeds through a shared belief in our core values:

- Challenge the Status Quo
- Create Belonging
- Sustain the Future
- Compassionate Collaboration
- Transparent Communication

Inclusivity and belonging sit at the heart of our organisation: we commit to learning, to accountability, and to doing better when we fall short. By investing in our people and our partnerships, we secure a vibrant future for the arts – and for the students and staff who make Mountview what it is.

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HOW WE WORK AT MOUNTVIEW

At Mountview, people work hard, care deeply about what they do and look out for one another. We are a friendly, ambitious organisation with high expectations of ourselves, where everyone is trusted to take responsibility, pitch in when needed and contribute beyond their immediate role. We value openness, thoughtful challenge and a willingness to keep learning as we grow, and we support each other to meet high standards and do our best work.

The behaviours below are rooted in our values and describe what this looks like in practice. They set out the expectations for how we work, collaborate and deliver at Mountview. They apply to everyone and are demonstrated at a level appropriate to each role and its responsibilities:

Mindset & Approach	Interpersonal Skills & Relationships	Organisational Effectiveness
Responsibility & Accountability Resilience & Adaptability Curiosity & Creativity	Compassion & Respect Collaboration & Teamwork Communicating & Influencing	Continuous Improvement Using & Managing Resources Inclusive Practice

I hope, having learned more about Mountview, that you feel encouraged to apply for this role. If you do, please know this: you are welcome here.

PURPOSE OF THE ROLE

The Building Maintenance Technician is a key member of Mountview's Facilities & Operations team. Reporting to the Facilities Manager, the post holder is responsible for assisting in the upkeep and maintenance of all areas of Mountview's premises, including buildings, grounds, equipment and environmental services. The position is a physical, 'hands on' role and will require strong practical maintenance skills, manual handling, working at height, operating power tools, working in confined spaces and working on the exterior of the building.

MAIN DUTIES AND RESPONSIBILITIES

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.

Maintenance of Buildings, Grounds and Equipment

- Carry out ongoing maintenance of Mountview's property and equipment, including plumbing, carpentry, decorating, minor electrical work and general repairs.
- Respond promptly and effectively to facilities and operations issues, resolving issues where possible and reporting and escalating issues as appropriate.
- Manage and respond to maintenance requests by staff and students, and help ensure that prompt remedial action is taken.
- Carry out inspection and upkeep of ancillary equipment in line with planned preventative maintenance (PPM), e.g. air handling units, pumps, batteries, window blinds etc.
- Assist in the upkeep and maintenance of external areas, including mitigating the effects of adverse weather conditions affecting access to and egress from the premises.
- Keep appropriate paperwork and accurate records for Mountview's Building & Facilities management systems.
- Keep work areas tidy and safe and report any hazard, accident, loss or damage in line with agreed procedures.

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- Maintain store rooms in a safe and efficient manner, including on-site containers, and advise the Facilities Manager on ordering and control of materials necessary for carrying out tasks in a proactive manner.
- Take a lead role in all water hygiene procedures such as legionella prevention, cleaning, monthly water temperature readings and additional work as required.

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 Head of Facilities & Operations, and act at all times within the terms of leases.
- Assist in the management of contractors including site inductions. Ensure all works are planned and completed to a high standard.

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.
- Be part of the Emergency Response team, reacting professionally and responsibly to any emergencies or evacuations.
- Assist in maintaining a log of all statutory inspections and services, e.g. servicing of fire extinguishers, fire exits, inspection of gas boilers, PAT testing, legionella.

Other Duties

- Act as a key holder to open/close the building as required, and be part of the Emergency Call Out rota.
- Act as an ambassador and brand guardian for Mountview at all times.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Knowledge and Experience

- Previous experience in a similar role, e.g. maintenance, building services, plumbing, electrical.
- Excellent practical technical knowledge and ability to undertake hands-on building maintenance.
- Sound knowledge and understanding of key compliance issues, including Health and Safety legislation.
- Experience of contractor supervision.
- Experience of working with Planned Preventive Maintenance programmes.
- IPAF MEWP qualification desirable.
- Numerate and computer-literate.

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Skills and Abilities

- Ability to work alone and as part of a team.
- 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.

TERMS AND CONDITIONS

Salary: Circa £31K per annum, depending on experience.

Contract: Permanent.

Hours: 40 per week, exact hours to be agreed with line manager, with appropriate unpaid breaks. Working hours are between 6am and 10pm.

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, rising with length of service thereafter to a maximum of 38 days.

Mountview also has a paid operational closure over the Christmas holiday period which totals up to 7 additional days, excluding bank holidays.

Location: This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business in Greater London as the organisation may require, or work from their own home for online delivery when necessary.

OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest free season ticket loan upon successful completion of probation.
- Access to salary sacrifice cycle to work scheme upon successful completion of probation.
- Generous sick pay.
- Enhanced family leave upon successful completion of probation.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Confidential 24-hour counselling service available to you and family members who live with you.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name

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retailers.

- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

RECRUITMENT PROCESS

Closing date: Tuesday 15 September at 9am.

How to apply: Please send your current CV, with a covering letter and a completed equal opportunities monitoring form, to recruitment@mountview.org.uk.

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

We will be reviewing applications and interviewing candidates on an ongoing basis, and reserve the right to close the vacancy early should we appoint before the closing date.

Equal Opportunities: We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

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

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.

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