

## Job Description

<b>Job title</b>	Premises Assistant
<b>Reports to</b>	Premises Manager
<b>Line management for</b>	No direct reports
<b>Department</b>	Property
<b>Location</b>	The majority of the Theatre School's activities are based at the School's Downside Road Clifton site, with two further sites (Christchurch Studios, Clifton and Sheene Road, Bedminster) also forming part of the School's premises portfolio. Work at other sites as required.
<b>Hours</b>	This is a full-time post, predicated on 40 hours each week. We require two shifts to be fulfilled: 8 am – 4 pm and 12 noon – 8 pm, Monday to Friday (term time). A different working pattern will occur during School holidays. Occasional weekend work will be required for scheduled events. BOVTS supports flexible working whilst ensuring that the operational needs of the School are met.
<b>Salary</b>	£25,650 pro rata per annum paid by BACS monthly in arrears
<b>Pension</b>	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
<b>Holidays</b>	25 days per academic year pro rata plus bank holidays in non-term time.
<b>Notice Period</b>	Two months
<b>Probationary Period</b>	Six months

<b>Duties and responsibilities</b>	<p><b>Overall Responsibilities</b></p> <p>The core purpose of the role will be to support all premises-related activity across the Theatre School, which currently occupies three main sites with two further storage units off campus. The post holder will support the day-to-day running of Bristol Old Vic Theatre School, focusing on technical support across campus, and working with the Premises Manager to ensure the appropriateness, quality, and safety of the School environment.</p>
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- To actively assist and support the Senior Management Team, teaching and administrative staff and students as directed by the Premises Manager.
- To support and enforce the safe and efficient operation of all Theatre School premises-related functions and resources, including IT resources in conjunction with the School's outsourced IT service provider.
- As a member of the Premises Team an understanding of premises-related policies is necessary to ensure the Theatre School's compliance and integrity at both national and local levels.
- As a member of the Premises Team, to enforce all aspects of health and safety and best practice across the School, including an oversight of external spaces hired.
- To support and cover for the reception staff when required.
- To open and lock up the School's sites as required.

### **Key Accountabilities**

The post holder will be required to meet the listed accountabilities and these are indicative of the roles and responsibilities you will have; however, these may change in line with the needs of the School.

### **Security**

- Working with the Premises Manager to train tutors and staff about BOVTS security policy.
- Ensuring that all site users adhere to the BOVTS security policy.
- Reporting non-compliance to the Premises Manager.
- Opening and locking up of our main Downside site with occasional crossover to our other sites.

### **Building and estates**

- Logging and reporting building faults.
- Working with the Premises Manager to implement a rolling programme of repairs, improvements and refurbishments, particularly in relation to health and safety.
- Undertaking ad hoc repairs and decoration when required.
- Liaising with and monitoring of on-site contractors.

### **Equipment**

- Ensuring that all teaching rooms are laid out correctly and have the requested / necessary equipment for the smooth running of lessons.
- Assist with maintaining tidy and safe environments for staff and students in various departments as required.
- Reacting to tutors' equipment requirements to help ensure excellence of teaching delivery.
- Checking equipment regularly to ensure good working order and replacing where appropriate.
- Maintaining the equipment asset list for the building and any external venue backline, reporting equipment faults to the Premises Manager.

	<ul style="list-style-type: none"> <li>• Arranging for the servicing and repairing of equipment with Premises Manager.</li> </ul> <p><b>Driving</b></p> <ul style="list-style-type: none"> <li>• Van runs to our other sites and storage facilities.</li> <li>• Supporting departments (Props, Costume, Sets, Technical) by driving to external venues or storerooms and transporting items.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Checking that the Theatre School is clean and tidy after the departure of staff and students and monitoring the environment throughout the shift.</li> <li>• Checking that the contract cleaners' work is to an acceptable standard and reporting any issues.</li> <li>• Monitoring the cleanliness of the toilets, reporting any plumbing or sanitation problems.</li> <li>• Ensure that the area directly outside of the entrance to the campus buildings are generally clean and litter free.</li> </ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• Be fully aware of all BOVTS health and safety regulations and maintain constant vigilance that these are adhered to by staff and students</li> <li>• Work with Premises Manager to draft risk assessments and keep the health and safety (H&amp;S) testing programme (fire alarm, fire extinguishers, fire evacuation etc) up to date and reporting non-compliance</li> <li>• Assist the Premises Manager in the training of staff with regard to BOVTS H&amp;S policy.</li> <li>• Overseeing the departments' Fire Marshal and First Aid personnel and training requirements as directed by the Premises Manager.</li> <li>• Engaging with health and safety requirements for all external venues and events ensuring best practice is always adhered to.</li> <li>• Assisting with setting up of, and providing technical support for, all events both on and off-site.</li> </ul>
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This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

<b>Person specification</b>	<p><b>Essential criteria</b></p> <ul style="list-style-type: none"> <li>• Experience in undertaking equipment maintenance and repair</li> </ul>
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<b>Equal Opportunities</b>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</b></p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p><b>Equality &amp; Diversity</b></p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p>
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We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

**Selection & Assessment**

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.