

Job Description

Job Title	Premises & Facilities Operative
Reports To	Premises & Facilities Officer
Department	Premises
Location	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site, with input at other relevant locations as required.
Hours	This is a part-time post, predicated on 20 hours each week. Occasional evening & weekend work may be required. Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
Salary	£12,480 per annum (based on the full-time equivalent of £24,960 per annum)
Benefits	Flexible working hours, according to business needs. Complimentary tickets to Theatre School productions. Invitation to annual screening of students' film work. Join alumni masterclasses arranged for current students. Parking space on a first-come-first-served basis. Bring your (well-behaved) dog to work. Employee Assistance Programme available to all staff. Staff-led groups. Supportive and friendly environment.
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	25 days per holiday year plus bank holidays (pro-rata based on part-time hours)
Notice Period	One month, after successful completion of probationary period
Probationary Period	Six months
Duties & Responsibilities	<p>Position Overview:</p> <p>The Premises & Facilities Operative will be responsible for proactively ensuring the School and its grounds are well maintained, presentable and suitable for the needs of staff and students. The Premises & Facilities Operative will use their initiative to resolve any issues and maintain a smooth day to day experience for staff and students. They will work closely with the Premises & Facilities Officer to escalate any issues as required.</p> <p>Duties:</p> <p>General</p> <ul style="list-style-type: none"> Regular checking of rooms and grounds, ensuring they are tidy and presentable

	<ul style="list-style-type: none"> • Regular checking of studios to ensure relevant furniture and equipment are in the correct rooms • Daily checking and sweeping of paths and access routes to ensure clear and tidy • Spreading salt on external paths and access routes when required • Daily clearing and disposing of any litter in external areas • Regular emptying of external bins • Ensuring main waste bins are regularly emptied • Assisting staff/students/visitors with disposal of recycling • Setting up cones in the car park for reserved spaces when required • Directing staff/students/visitors to designated smoking areas when required • General housekeeping, ensuring areas are clean and stocked • Supporting Premises & Facilities Officer and/or Reception team with set up and take down of rooms as required • Ensuring items are suitably and neatly stored in storage cupboards • Ensuring heating / air conditioning is turned on each day as required • Taking confidential waste from offices to relevant storage area • Responding to requests from staff or students relating to general upkeep of the premises/facilities, escalating to Premises & Facilities Officer as required • Assisting with moving of furniture or equipment as required <p>Maintenance</p> <ul style="list-style-type: none"> • Minor maintenance tasks such as (but not limited to) changing lightbulbs, bleeding radiators, putting up shelves, fixing door handles and assembly of furniture • Painting of walls, doors and skirting boards as required <p>Health & Safety</p> <ul style="list-style-type: none"> • Assisting Premises & Facilities Officer and/or Reception team with regular fire alarm call point tests • Ensuring lift phone is charged and usable in case of emergency, escalating any issues to Premises & Facilities Officer as required • Ensuring radios/walkie talkies are charged and usable, escalating any issues to Premises & Facilities Officer as required • Regular checking of fire extinguisher pressures, escalating any issues to Premises & Facilities Officer as required • Regular checking of pressures, pumps and boilers, escalating any issues to Premises & Facilities Officer as required
Person specification	<p>Essential:</p> <ul style="list-style-type: none"> • A proactive approach, can-do approach and use of initiative, to ensure effective upkeep and resolution of issues

	<ul style="list-style-type: none"> • A friendly demeanour, to ensure strong working relationships and a positive experience for staff and students • Demonstrable ability to undertake minor maintenance tasks • Good communication skills to ensure the Premises & Facilities Officer is kept well informed <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in a similar role • Basic knowledge of Health & Safety protocols • Basic knowledge of a trade would be advantageous but not essential • A passion for Equality, Diversity and Inclusion in the arts or Higher Education
Additional Information	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
Equal Opportunities	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection</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>Equality & Diversity</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> <p>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.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that</p>

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 guarantee 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.