

JOB DESCRIPTION

<u>POSITION</u>	Facilities & IT Manager
<u>RESPONSIBLE TO</u>	Director of Finance & Operations
<u>OTHER SUPERVISORS</u>	Executive Director
<u>RESPONSIBLE FOR</u>	Receptionist, casual reception staff and duty managers, building contractors and other external suppliers
<u>BASIS</u>	Full-time Monday-Friday, flexible working required

JOB PURPOSE

To operationally support Central School of Ballet's mission for The Countess of Wessex Studios to become a thriving dance hub, through the management of Central's premises, facilities and IT; the management of Reception, security and front of house services and staffing; and through taking operational responsibility for Health and Safety, ensuring Wessex Studios and Central School of Ballet activity is safe and compliant.

MAIN DUTIES & RESPONSIBILITIES

Health & Safety

- To ensure compliance with current health & safety regulations as prescribed and published by HSE.gov.uk
- To have a proactive flexible approach to manage the health & safety of the school in the light of challenges such as Covid-19, London terrorism and other business continuity risks
- To ensure that appropriate fire protection provisions are in place and maintained to protect the students, staff and premises, including performing weekly fire alarm tests
- To check electrical equipment in conjunction with the electricians who have responsibility for PAT compliance
- To maintain the School's First Aid provision and accident book

Facilities & Maintenance

With due regard to environmental concerns:

- To procure and oversee facilities maintenance contracts, ensuring the maintenance, testing and repair/replacement of all plant, equipment, furniture and premises are carried out efficiently and effectively and in a timely fashion
- To oversee the Building Management System (BMS)
- Coordinating and overseeing on-site contractors
- To be responsible for the efficient working of the school's photocopier printers and telephone system, including regular updating of switchboard messaging and signposting
- To oversee supplier contracts and scheduling, both routine and ad hoc visits (including cleaning, photocopier service, electrical maintenance etc)
- To regularly review the provision of contract services and utilities to ensure value for money,
- Hands-on minor maintenance and repairs arising from everyday usage and emergencies
- Replacement of light bulbs and general consumables through daily checking of the site
- Ensuring stock levels are maintained for all on-site consumables
- To maintain oversight of fixed assets for the school and Ballet Central tour

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IT

- To liaise with the School's outsourced IT service provider as required to maintain a good standard of service delivery in line with agreed and expected levels
- To ensure that the School's IT provision is working efficiently and effectively
- To oversee the ongoing maintenance and updating of software and hardware
- To maintain software license details and ensure renewal arrangements are in place
- To carry out the functions above within agreed budgets
- To contribute to the development of the School's IT infrastructure and data provision, inputting to CDD projects and cross-affiliate meetings as required
- To ensure the smooth running of the School's database, contributing to service development and liaising with other departments as necessary
- To ensure compliance with GDPR and participate in the Data Working Group
- To contribute to any IT-related special projects

Reception and Security

- To manage Reception, security and front of house services and staffing and the staff rota
- To ensure adequate security provisions are in place and maintained to protect the premises and those using the premises

Cleaning

- To liaise with the cleaning contractor to ensure the building is kept in a presentable manner
- Hands-on cleaning in emergencies and general observance to ensure the school is presentable at all times
- To oversee the efficient waste disposal and recycling collections in conjunction with the waste contractors

Staff support

- The setting-out and/or rearrangement of studios/furniture for events, and staffing/equipment for hires
- To assist with arranging/delivering staff training in IT, health and safety, First Aid and any other relevant areas of work
- The training of staff in using premises equipment

Central's Activity Themes:

The Buildings and IT Manager will contribute towards Central's Strategic Priorities, with particular reference to

- **INCLUSION:** Central aims to actively address the barriers and unfair disadvantage faced by some individuals and communities in our society, considering who we are, the ways we work together, and who we engage with.
- **SUSTAINABILITY AND EFFICIENCY:** Central works with operational and financial efficiency, developing diverse income streams which can flexibly respond to shifts in public funding and the wider economy.
- **HEALTH AND WELLBEING:** Central works to support the health and wellbeing of all in our community.
- **ENVIRONMENTAL AWARENESS:** Central will work to review and improve on our carbon footprint

General accountabilities:

- To carry out the above functions within agreed budgets
- To adhere to School policies, procedures and guidelines

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- To assist, support and attend events/performances as requested
- To contribute to the operating values and ethos of Central as determined in its mission statement
- To exercise discretion/confidentiality on business, HR and financial matters both internally and externally, particularly regarding press/media and potential competitors

Person Specification

Essential

- Knowledge of and experience in delivering an effective facilities service – preferably with at least 5 years' experience in a similar post
- Good hands-on attitude and willingness to take on practical operational tasks
- Excellent communication and interpersonal skills
- Ability to problem solve and prioritise
- Attention to detail
- Good organisational skills
- Numerate
- Good written and spoken English

Desirable

- An understanding of environmental issues and a commitment to carbon reduction
- Experience and/or knowledge of improving facilities and premises matters, ideally gained within an educational institute or arts organisation
- Experience in achieving value for money in terms of renegotiation of supplier services
- An entrepreneurial approach

Terms and Conditions

- The post is being offered on a permanent basis and will be offered with an initial 6 month probationary period (in line with Central's policy)
- This post is based initially at the school's premises, The Countess of Wessex Studios, 21/22 Hatfields, Paris Garden, London SE1 8DJ
- The hours of work are 7.5 hours per day (excluding breaks), 5 days per week (usually Monday to Friday) – equivalent to a 37.5 hour working week. Some evening and Saturday work will be required from time to time
- In line with School Policy, this post requires a DBS Enhanced Disclosure
- In line with School Policy, this post holder will be required to undertake a First Aid course at the beginning of their contract, and to attend refresher courses as necessary to ensure the qualification remains current
- Holiday Entitlement = All English Bank & Public Holidays, plus 20 days per annum, rising to 25 days after completion of two years' service
- Access to a workplace pension scheme with BC & E (People's Pension) and enrolment with employer contributions at currently 3% of salary (subject to eligibility criteria)

The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is not an exhaustive list of responsibilities of the role and in any event, the duties and requirements of this role may change from time to time as required by the School and/or Director.

MO/CB Jan 22