

Northern Ballet

Job Title: Facilities Assistant

- Document date: 13 March 2023
- Department: Facilities
- Responsible to: Facilities Manager
- Pay: £17,591.20 pro-rata (FTE £20,475)

Main Purpose of the Job

Responsible for the care and upkeep of the building and grounds.

Qualifications and Experience

A good knowledge of Health & Safety regulations, Care of Substances Hazardous to Health (COSHH), fire regulations, risk assessment and basic DIY skills. A current DBS or being on the DBS update service would be desirable. Practical experience in a similar role would be advantageous.

Key Responsibilities

- Unlock the building in the morning and lock up at the end of the day
- Responsible for contractors who come on to the site and the general security of the building
- To assist with carrying out minor repairs and maintenance with the Facilities Officer
- Control of heating and lighting at appropriate times
- Ensuring the premises are clean and that rubbish is collected and taken away
- Arranging chairs and tables for meetings and clearing away afterwards
- Storing equipment and supplies safely
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
- Replacement of consumables (soap, toilet rolls, hand towels)
- Maintaining a variety of records and monitoring meter reading and fuel usage
- Any other jobs as may be required

Hours of Work

- 30.5 hours per week, which will include early mornings, evenings and weekends
- Hours are subject to change and the needs of the business, rotas for these hours will be issued 2 weeks in advance by the Facilities Manager
- You may be called out for out-of-hours emergencies
- Some overtime may be required, single time rate up to 48 hours
- Double time for call outs