



Role Description & Person Specification

Facilities Assistant

Department of Education, Sport & Culture

Skill Zone 1 / Pay Band 2 - Part time 29 hours

About the Division

Forming part of the Department of Education, Sport and Culture, Culture Division have a diverse and exciting remit: delivering, developing and advocating for the transformative role of creativity and arts engagement in helping build a vibrant community.

We have a committed team of 40+ in the Division, working across the Villa Marina (home to the stunning Royal Hall), the Villa Arcade, the iconic Gaiety Theatre and our substantial gardens in the heart of the capital.

We are also home to the Kensington Arts and Arts Development Team, who primarily support the work of the Isle of Man Arts Council and act as the national development agency for the arts and creative industries for the Island.

What will you do?

The main purpose of the post is to play a leading role in the cleaning, health & safety and maintenance of Kensington Arts. The post holder will assist the Buildings and Maintenance Co-ordinator, Creative Development Officer and Head of Soundcheck with monitoring, maintenance and upkeep of the historical building and the coordination of any necessary works ensuring compliance with any advised processes regarding any identified and planned works. The post is a key part of the operations team and will play an active role in assisting the Buildings and Maintenance Co-ordinator with managing the condition of our building to welcome customers throughout the year.

At times, you will be required to act as Duty Manager for the Complex on a rostered basis, which will include some weekends and evenings.

What does that involve?

To be effective in the role the post holder must be well organised, self-motivated with the ability to work autonomously and flexibly and as part of a team when required.

Working on site, the post holder is a front-line representative, therefore the post holder must be able to interact and communicate appropriately both in person and in writing with members of the public, audiences, tenants and staff.

The post holder is expected to assist the Buildings and Maintenance Co-ordinator to monitor the Kensington Arts site for Health and Safety compliance and annual maintenance. Following relevant training, they will be expected to take immediate action when a Health and Safety incident occurs along with the routine testing of the systems such as fire alarms, lighting and tap water monitoring.

They will be required to establish and maintain positive working relationships with the wider Division including VillaGaiety staff, to provide support on maintenance issues and site access during maintenance works.

The post holder will be required to maintain records confidently through knowledge of IT software such as Microsoft Excel. In addition, they should have good written skills and be familiar with risk assessments.

In carrying out these duties the post holder will work in the following areas:

1. Site cleaning

The Facilities Assistant is responsible for:

- Liaising with the Creative Development Co-Ordinator, Head of Soundcheck and Buildings and Maintenance Co-ordinator to help plan a programme of works to ensure the cleanliness of the indoor site areas and the external premises/site including entrances, gullies and drains across the venue.
- Washing, cleaning, sweeping, vacuum cleaning, polishing and dusting of designated areas of the premises.
- Removal of all litter and recycling from the premises inside and out and place in outside bins for disposal.
- Cleaning toilets and associated fittings, replenishing toiletries and ensuring there is an adequate supply.
- Using mechanical powered equipment where appropriate, e.g. polishing machines, scrubbing machines, vacuum cleaning wet and dry.
- Maintaining the equipment e.g. cleaning brush heads, changing filters and bags.
- Reporting on maintenance faults and defects noticed when carrying out their duties.

2. Resources

The Facilities Assistant is responsible for:

- The ordering of provisions as necessary within established procedures and agreed budgets and from approved suppliers.
- Ensuring inspection of delivered goods including compliance with purchase specification, overall quality, quantity and weight, checking for damage, and complying with storage instructions.
- The safe storage of cleaning materials.
- Monitoring fuel levels and consumption of heating oil levels for Kensington Arts and arranging refuelling from the approved supplier.
- Monitoring power level and consumption for the designated van/ vehicle for Kensington.
- Arts, ensuring vehicle is put on charge at the Villa Marina as required and liaising with the DOIs fleet services team as necessary regarding vehicle upkeep and maintenance.

3. Maintenance

The Facilities Assistant is responsible for:

Liaising with the Creative Development Co-Ordinator, Head of Soundcheck and Buildings and Maintenance Co-ordinator to assist with planning shared programme of works relating to but not limited to:

- Maintenance and repair of furniture and seating externally and internally.
- Minor redecoration and repairs across all buildings and signage, with sensitivity to working in Kensington Arts as a historical building and ability to identify defects.
- Maintenance and replacement of lamps and plugs with appropriate knowledge of lighting systems and disposition of fuse boards / consumer units.
- Maintenance of offices including minor works to replace shelving, source desks or erect signage as required.
- Attending the regular maintenance meetings to identify any faults and updating work plans.

4. Health & Safety

- Conducting a regular programme of safety checks and advising the Buildings and Maintenance regarding damage and defects to the building or its equipment.
- Awareness and compliance with health and safety in working area on a day-to-day basis and ensuring, as far as reasonably practicable, that he/she is familiar with all relevant health and safety legislation and recommendations and that these are observed within his/her areas of responsibility.
- Compliance of Health and Safety and COSHH advice and/or legislation.
- Recommended safe working practices for all maintenance tasks and an understanding of the risk assessments, ensuring a risk assessment is completed before any potentially hazardous task is commenced.
- Act as point of contact and liaison for outside contractors on behalf of the site for minor works to be carried out, to make sure that all contractors comply with Health and Safety and site requirements.
- Ensuring that equipment is safe, maintained and fit for purpose, assisting with sourcing repairs and replacements as necessary.
- Checking and testing fire alarm system and lighting system and recording any defects.
- Taking responsibility for own health and safety and welfare and that of anyone else who may be affected by any acts/omissions on the post holder's behalf.
- Using equipment appropriately, correctly, safely at all times and ensuring staff to do the same.
- Liaising with contractors, lettings and other site users and assisting the Property Manager in ensuring that all visitors comply with the site's Health and Safety Policy.
- Undertaking and complying with Risk Assessments.
- Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all times.

5. Security

The Facilities Assistant is responsible for:

- Maintaining and ensuring the security of the premises and its contents.
- Monitoring the site CCTV system and under direction liaising with Buildings and Maintenance Co-ordinator regarding information reporting and access.

6. General

The Facilities Assistant is responsible for:

- Maintaining a standard of conduct which promotes confidence of staff and the public in the ability of the Facilities Assistant and the site as a whole.

- Ensuring personal skills and knowledge remain up to date and undertaking relevant training around skills, as required, H&S, equipment, hygiene or relevant service user/ practice issues.
- The post holder will be required to undertake Duty Manager duties on a rostered basis, as and when required.
- Carrying out any other appropriate duties as are required including support for events and moving of furniture and equipment.

7. Safeguarding

- The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are required to undertake training with regard to the safeguarding and welfare of children, young people and vulnerable adults and the Department commits to providing this training e.g. via induction, online, briefings at staff meetings inset days etc., as appropriate.
- All staff have a responsibility for promoting and safeguarding the welfare of children, young persons and vulnerable adults for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.
- The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

8. Physical Effort and Dexterity and Working Conditions

The post holder is required to spend time each month walking round all sites to complete all compliance checks detailed in the Health and safety section above. This will include working inside and outside, with good and poor lighting, walking up and down stairs and climbing ladders. The post holder will be required to drive to each location in the works van. The post holder will be required to wear relevant PPE in line with their duties i.e. safety boots, gloves, hi-vis and any other PPE relevant to the specific duties they encounter.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
5 GCSEs at grade C (4) or above, including GCSE Maths and English.	Desirable	CV
Current First Aid Certificate.	Desirable	CV
Previous experience of working in a Maintenance or Caretaking role.	Essential	CV/Interview
Hold or be willing to work towards one or more of the following qualifications such as; Health and Safety, IOSH, COSHH, Portable Appliance Testing, Working at height or equivalent.	Essential	CV/Interview
Capability		
Experience of completion minor labour tasks to a high standard.	Desirable	CV/Interview
Awareness of the requirement for Health & Safety in the work place and the ability to comply with Health and Safety Policies and Regulations.	Essential	CV/Interview
Ability to organise rotas, order materials and to attend to basic paperwork and reports.	Essential	CV/Interview
Ability to work effectively independently and a positive member of the operations team, must be flexible and adaptable.	Essential	CV/Interview
Good interpersonal and communication skills, with the ability to communicate effectively with colleagues, children and parents.	Essential	CV/Interview
Ability and desire to achieve high standards, be able to discuss the areas to be cleaned and the equipment to be used.	Essential	CV/Interview
Character		
Positive approach to challenges and change with a willingness to be trained and to apply new skills.	Essential	CV/Interview
Positive and active contributor to the life of the complex, taking pride in completing the job and achieving a good performance that is measurable.	Essential	CV/Interview
Commitment to and understanding of equal opportunities, treating everyone fairly and with decency.	Essential	CV/Interview
Value others' skills and diversity of others, including being thoughtful, caring and supportive.	Essential	CV/Interview
Good team worker but able to undertake maintenance tasks without direct supervision when required.	Essential	CV/Interview
Enthusiastic and energetic with the ability to inspire and motivate others within the team to provide a clean and safe environment for all users.	Essential	CV/Interview

Sensitive to the working environment and the demands of working around children, and understand the importance of being a positive role model.	Essential	CV/Interview
Discreet and maintains confidentiality, working in a culture that is open, honest and supportive.	Essential	CV/Interview
Experience of working with and maintaining musical equipment.	Desirable	CV/Interview
General interest in the Arts.	Desirable	CV/Interview
Other requirements		
Physically able to carry out the requirements of the role. Please note, this role involves standing, walking, scrubbing, lifting and carrying, sometimes in awkward positions. It also involves working with equipment that can be noisy and vibrates.	Essential	Pre-employment checks
Ability to work with a wide range of cleaning materials, including chemicals	Essential	Pre-employment checks
Satisfactory police check.	Essential	Pre-employment checks
Isle of Man Worker.	Desirable	Application
Full, valid Driving Licence.	Essential	CV/Pre-employment checks