

THE MARLOWE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Building Services Assistant
Reports to	Building Services Manager
Grade	N

JOB PURPOSE
To work as a part of the Building Services Team to deliver the maintenance strategy for all Marlowe Trust premises, in order to provide a presentable, safe, compliant and welcoming environment for customers, staff and visiting companies

PRINCIPAL ACCOUNTABILITIES
<ol style="list-style-type: none"> 1. To carry out planned and responsive indoor and outdoor maintenance tasks as directed by the Building Services Manager or Supervisor. 2. To undertake daily tasks, as necessary, to fulfil the caretaker responsibilities and portering needs of The Marlowe Trust premises. 3. To work and carry out tasks in strict accordance with the Marlowe Theatre's Health and Safety policy and any other relevant legislation. 4. To follow agreed process to accurately record and report faults, maintenance requirements and safety concerns. 5. To maintain up to date building knowledge and contribute to the safe keeping of records. 6. To drive your own career and skills development, making the most of the opportunities made available to you. 7. To work in a safe and legal way to comply with regulatory and legislative requirements. 8. To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES
<p>Required Qualities</p> <p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p>

	In order to live our values, our Building Services Supervisor should be: <ul style="list-style-type: none"> • A creative thinker and problem solver • A collaborative and proactive team player
Knowledge	<ul style="list-style-type: none"> • A good understanding of Safe Working Practice and Risk Assessments • Good knowledge of building maintenance best practice
Skills	<ul style="list-style-type: none"> • Basic IT skills including use of Microsoft Word and Excel • Good practical maintenance skills • Good interpersonal skills
Experience	<ul style="list-style-type: none"> • Good level of experience in using a broad range of hand and power tools. • Basic level of decorating, carpentry, plumbing or electrical experience
Qualifications	<ul style="list-style-type: none"> • Full driving license

JOB DIMENSIONS

Annual budgetary amounts	0
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0
Any other relevant statistics/information	

WORKING ENVIRONMENT

Must be able to fulfil the physical demands of the post.

Some working at height

Some working in confined spaces

Some working outdoors

Some working in high-noise environments

Some work with controlled substances

Potential for evening, overnight and weekend working.

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe's performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

ORGANISATION CHART

See attached

November 2022