



Building Maintenance Assistant (Casual)

Job Description
Person Specification

February 2022

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Wycombe Swan Theatre

Wycombe Swan is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 12 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

Wycombe Swan is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

Employment type: Casual

Salary: You will only be paid for the hours that you work. The Company will pay you £9.41 per hour (gross).

Hours: As required. Evening, daytime and weekend working available to suit the appointed person.

Work location: You will be based at Wycombe Swan, High Wycombe and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: Under the direction of the Buildings and Technical Manager: prepare, manage and deliver a programme of planned and reactive building, plant and equipment maintenance across Wycombe Swan. To keep the building looking clean and presentable and in a good working order.

Our ideal candidate: Our ideal candidate will have previous practical experience, be able to work confidently with a variety of tools and equipment and ideally have experience of painting, plumbing, woodworking, minor fault finding and knowledge of Health and Safety legislation. The applicant should be calm under pressure, a good problem solver and be able to work independently but also as part of a team.

Closing date: Ongoing

How to apply: Please send your CV and covering letter to admin@wycombeswan.co.uk with the subject title 'Building Maintenance Assistant. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to the Buildings and Technical Manager

KEY ACCOUNTABILITIES

Strategic

- To support the achievement of the Wycombe Swan's artistic, commercial and customer service objectives and targets by ensuring that all maintenance matters are promptly and efficiently completed within budgetary constraints and to a high standard.

Operations

- To ensure a safe and productive working environment is maintained and that all technical work is executed in compliance with local and industry guidelines.
- Support other members of the technical team by providing maintenance and repair work.
- Undertake regular inspections of the premises and make repairs where needed to maintain building security.
- Assist in the preparation and delivery of a planned preventative maintenance programme
- Undertake specific maintenance and repair operations, complying with relevant Health and Safety requirements.
- Action and complete any day to day maintenance tasks around the building. Keeping a log of any maintenance that is reported and is completed.
- Report any Health and Safety issues to a manager as they occur.
- Supervise & work with third party contractors when required.

Health & Safety

- To ensure that all maintenance work is safe and complies with current building licensing, fire, building and Health and Safety legislations.
- To adhere to all Health and Safety procedures to minimise the risk of injury and accidents.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Previous experience in a building technical or maintenance role.
- Experience of working as part of a team
- Proven ability to respond and prioritise maintenance jobs in a quick and efficient manner.

Skills

- Able to take and act upon instructions within a given time frame and in a busy working environment.
- Ability to communicate effectively and politely with co-workers
- Able to use and maintain basic power tools.
- Physically fit and be able to lift and carry light items of equipment and furniture. The role includes regular lone and assisted lifting tasks.

Knowledge

- Good knowledge of Health and Safety including the correct use of personal protective equipment.
- Literacy, computer literacy and numeracy as appropriate to the requirements of the post

Attitude

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

Desirable

- Experience in sourcing and overseeing maintenance and service contracts.
- Plumbing or Electrical trade experience.
- Formal qualification in a trade.