

# MOUNTVIEW

## Job Description

**JOB TITLE:** Building Maintenance Technician

**RESPONSIBLE TO:** Facilities Manager

**WORKS CLOSELY WITH:** Head of Facilities & Operations  
Operations Manager  
Welcome Team  
Student Services Team

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools, discovering and training the most talented students for the international stage and screen. The first drama school in the UK to offer specialist three-year training in musical theatre, we offer the highest standards of intensive vocational training across both onstage and backstage specialisms, and at any one time over 70% of long-running West End shows feature Mountview graduates.

Based in Peckham, we are at the heart of one of the most exciting areas of London. Our purpose built home includes two theatres, TV studios, recording facilities, 21 dance and drama studios and production arts workshops. We present around 25 productions each year by our students, as well as activities from resident companies and community groups, and our performance, rehearsal and workspaces are available to hire.

We offer reduced price tickets for local people, and our theatres are complemented by public café/bars Westland Coffee & Wine and Loading Bar which open onto Peckham Square, and a rooftop unit with panoramic views of the London skyline.

Alongside our degree-level training, Mountview runs highly regarded young people's programmes, and works directly in the community to engage those who might otherwise have no access to the transformative power of theatre.

Mountview in Peckham is a home for everyone – students, local young people and life-long learners, creative industry professionals and visitors alike – and with the resources of the new building, along with an increased profile both within the industry and publicly, there has never been a more exciting time to join us.

### MAIN PURPOSE OF POSITION

The Building Maintenance Technician is a key member of Mountview's Facilities and Operations team. Reporting to the Facilities Manager, the post holder is responsible for assisting in the upkeep and maintenance of all areas of Mountview's premises, including buildings, grounds, equipment and environmental services. The position is a physical, 'hands on' role and will require strong practical maintenance skills, manual handling, working at height, operating power tools, working in confined spaces and working on the exterior of the building.

# MOUNTVIEW

## KEY RESPONSIBILITIES

### Maintenance of Buildings, Grounds and Equipment

- Carry out ongoing maintenance of Mountview's property and equipment, including plumbing, carpentry, decorating, minor electrical work and general repairs.
- Respond promptly and effectively to facilities and operations issues, resolving issues where possible and reporting and escalating issues as appropriate.
- Manage and respond to maintenance requests by staff and students, and help ensure that prompt remedial action is taken.
- Carry out inspection and upkeep of ancillary equipment in line with planned preventative maintenance (PPM), e.g. air handling units, pumps, batteries, window blinds etc.
- Assist in the upkeep and maintenance of external areas, including mitigating the effects of adverse weather conditions affecting access to and egress from the premises.
- Keep appropriate paperwork and accurate records for Mountview's Building & Facilities management systems.
- Keep work areas tidy and safe and report any hazard, accident, loss or damage in line with agreed procedures.
- Maintain store rooms in a safe and efficient manner, including on-site containers, and advise the Facilities Manager on ordering and control of materials necessary for carrying out tasks in a proactive manner.
- Take a lead role in all water hygiene procedures such as legionella prevention, cleaning, monthly water temperature readings and additional work as required.

### Service Management and Contractor Supervision

- Help ensure that accurate monthly utility readings are carried out and logged.
- Assist in the movement and setup of furniture, equipment and teaching resources in all areas around the building.
- Assist in unloading goods entering the building
- Liaise with Mountview tenants and commercial operators as required, in consultation with the Facilities Manager and Head of Facilities & Operations, and act at all times within the terms of leases.
- Assist in the management of contractors including site inductions. Ensure all works are planned and completed to a high standard.

### Health and Safety

- Act in accordance with Mountview's Health and Safety Policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of the post.
- Help ensure that the highest level of care is taken for the health and safety of staff, students, visitors, contractors and any other persons on the premises (in keeping with the Health and Safety at Work Act 1974).
- Help ensure that all health and safety regulations and approved codes of practice are adhered to, that all equipment is safe, clean and in full working order, and that all work on the premises is carried out safely and in line with agreed work schedules.
- Be part of the Emergency Response team, reacting professionally and responsibly to any emergencies or evacuations.
- Assist in maintaining a log of all statutory inspections and services, e.g. servicing of fire extinguishers, fire exits, inspection of gas boilers, PAT testing, legionella.

# MOUNTVIEW

## Other Duties

- Act as a key holder to open/close the building as required, and be part of the Emergency Call Out rota.
- Act as an ambassador and brand guardian for Mountview at all times.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

## PERSON SPECIFICATION

### Experience/Qualifications

- Previous experience in similar role, e.g. maintenance, building services, plumbing, electrical.
- IPAF MEWP Qualification (desirable).

### Knowledge and Experience

- At least two year's evidenced experience in a similar role.
- Excellent practical technical knowledge and ability to undertake hands-on building maintenance.
- Sound knowledge and understanding of key compliance issues including Health and Safety legislation.
- Experience of contractor supervision.
- Experience of working with Planned Preventive Maintenance programmes.
- Ability to work alone and as part of a team.
- Numerate and computer-literate.

### Personal Qualities and Abilities

- Ability to work positively, proactively and flexibly in a busy educational environment.
- Good interpersonal skills and ability to deal with a range of people including students, staff and contractors.
- Ability to organise workload to make effective use of time and resources.
- Ability to think, analyse and problem solve.

## ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15. Mountview reserves the right to require the post holder to work at such other place of business within Greater London as the organisation may require, or work from their own home for online delivery when necessary.

# MOUNTVIEW

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

The successful candidate may be required to undertake a DBS check.

## TERMS AND CONDITIONS

**Salary:** Circa £27-28K per annum, depending on experience.

**Contract:** 12 month fixed term.

**Hours:** 40 per week full time, exact hours to be agreed with line manager, with appropriate unpaid breaks. Working hours are between 6am and 10pm. Additional hours may be required, including some evenings and weekends, as agreed with the post holder and determined by the needs of the business.

**Holiday:** 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

## CLOSING DATE

The closing date for completed applications is **Friday 6<sup>th</sup> December at 9am**.

We will be reviewing applications and interviewing candidates on an ongoing basis, and reserve the right to close the vacancy early should we appoint before the closing date.

## HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** to Alistair Owen, HR Manager at [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk)

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.