



**Role:** Maintenance Technician

**Reporting to:** Deputy General Manager

**Job Category:** Support

**Contract Type:** Part Time semi-flexible 7.5-15 Hours (to be discussed at interview), Permanent (subject to successful completion of a three-month probationary period)

**Department:** Technical

**Supervisor:** Technical Lead

**Line Manager:** Deputy General Manager

**Supervising:** Maintenance volunteers

**Working Arrangements:** 0.2-0.4 FTE (to be discussed at interview) (averaged over month) on a semi-flexible basis.

**Basic annual leave entitlement:** 25 days basic leave, 8 bank holidays and 3 efficiency days (for Christmas closure). Holiday entitlement rises by 1 day each year for the first 5 years of continuous service.

**Notice period:** One month

**Spine Points:** Support scale 8-12, FTE £26,429.09 (£13.55 p/h) - £28,571.99 (£14.65 p/h). Actual pro-rata subject to interview

**Other allowances:** £180 yearly RA pro-rata following completion of Emergency First Aid Qualification

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**Key purposes of this role:**

- Support in the maintenance and upkeep of the venue
- Administrative, operational tasks and responsibilities
- Work effectively and supervise maintenance volunteers and clients
- Work effectively as part of the Cheltenham Playhouse team

Your line manager will be the Deputy General Manager.

Overtime must be authorised in advance by your line manager.

All staff are expected to work within Cheltenham Playhouse policies and procedures, with particular regard for Health & Safety and safeguarding.

<b>Support in the maintenance and upkeep of the venue</b>	General maintenance tasks for the day-to-day upkeep of the building, e.g. changing bulbs, window condition, gutters etc.
	Organise, clean and maintain the working environment in the workshop and maintenance store(s).
	Ensure onsite facilities are maintained and in good working order e.g. toilets, heating, carpets etc.
	Inspect, troubleshoot and resolve problems and report to management and leads
	Carry out larger-scale maintenance projects regarding room condition and redecoration
	Manage cleaning, maintenance, inventory and storage of the building and maintenance equipment
	PAT testing and maintaining the venue's equipment
	Act as project lead for maintenance providing support, organisation, and assistance as required
	Improve systems and operations where suitable and financially viable
	Checking safety equipment such as fire alarms, fire extinguishers and alarm systems
	Input on H&S matters relating to building and operations
<b>Administrative, operational tasks and responsibilities</b>	Plan and update working with management and technical staff a working schedule
	Liaise with maintenance companies and organise quotes, maintenance and repairs
	Work with management and technical staff regarding development, progress and goals for the building's maintenance
	Maintenance stock management
	Ensure compliance with all appropriate legal requirements keeping up to date with regulations
<b>Work effectively and supervise maintenance volunteers and clients</b>	Maintain a professional relationship with staff, volunteers and contractors
	Provide guidance, supervision, training and support building skills within the organisation
	Assist with the recruitment of contractors and maintenance volunteers and staff
	Liaise with volunteers to assist with maintenance tasks where appropriate
<b>Work effectively as part of the Cheltenham Playhouse team</b>	Work with Staff and Volunteers to assist with maintenance tasks
	Occasionally attend Volunteer social events to meet and catch up with Volunteers
	Feedback any potential development or opportunities for the charity
	Update and add contacts to the central GDPR safe database

## PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

<b>Qualifications</b>	Clean DBS check or willing to gain one
	First Aid Qualification or willing to gain it
	IOSH safety qualification or willing to gain it
<b>Experience</b>	1+ years of experience within a maintenance role
	Basic knowledge and experience in at least one area of plumbing, carpentry, general building and electrical systems
	Experience working on a diverse range of maintenance tasks
<b>SKILLS/ PERSONAL QUALITIES</b>	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Able to work effectively as part of a team
	To have an understanding of H&S and Fire Safety regulations
	Problem solving

### Key performance indicators:

- Feedback from customers and other departments
- Theatre profile both within venue and our wider community
- Compliance with Playhouse processes
- Feedback for Line Manager

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.