



RAMBERT SCHOOL

FACILITIES MANAGER

Join the technical theatre and facilities team at Rambert School.

We currently seek a proactive, practical, and highly organised **Facilities Manager** to oversee all aspects of facilities and estates, ensuring the smooth day-to-day running of the School.

WELCOME

FROM AMANDA BRITTON

CHIEF EXECUTIVE, PRINCIPAL & ARTISTIC DIRECTOR



Rambert School is a world-leading centre of ballet and contemporary dance training; a dance education sector innovator shaping new generations of dance professionals to the highest standard. Our international

influence and reputation honours the name of Marie Rambert, the iconic Polish dance pioneer of the Ballets Russes who founded the School in the UK in 1920. Under Rambert's guiding light, the Rambert School and the Company which flowered from it, became synonymous with technical excellence and creativity.

We pride ourselves on nurturing each individual throughout their training and education, promoting autonomy and preparing our graduates for life as dance professionals. Marie Rambert famously stated that her School should not be a 'sausage factory'. We have chosen to remain small, and each individual is carefully supported, during training and often beyond, through a programme which is flexible

enough to cater for individual physical differences and which fosters personal reflection and research. Each cohort hosts a diverse range of students from widely varied backgrounds, encouraging a cross-fertilisation of ideas, and creating graduates who are both open to new concepts and respectful of cultural diversity.

The 'Rambert spirit' is still at the heart of what we do, some 101 years after Marie Rambert founded the School. Though hard to articulate, those who have trained at the School or danced with the Company have been touched by it, irrespective of which Director or Principal was at the helm. The 'spirit' could be simply a passion for dance, and individuality in self-expression. It could be a fearlessness of the unknown, the drive to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form, and a desire to communicate this. Or perhaps it could even come from Marie Rambert herself, her renowned fierce determination and indomitable energy.

Welcome to Rambert School.



ABOUT RAMBERT SCHOOL

Rambert School's mission is to provide world-leading training and education in ballet and contemporary dance, embracing individuality and innovation, while being deeply rooted in tradition and technical rigour. Our student body is purposefully small but diverse, with just 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training. Creativity and performance are fundamental pillars of our training, and our students are given the opportunity to create and showcase their own work, repertoire, and commissions by leading choreographers at a variety of world-class venues each year.

The School dates back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington based on the principles of creativity, innovation and individuality. The Ballet Rambert developed out of the School, producing and nurturing some of history's most celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has always been synonymous with technical excellence and thrilling creativity.

Having just passed our centenary, Marie Rambert's founding principles are still at the core of what we do and are reflected in our holistic approach to nurturing talent and developing well-rounded, creative and thinking dancers, choreographers, teachers and academics. As we head into our second century, our unique and cutting-edge undergraduate and post-graduate programmes position the School at the forefront of international dance education and research.

The [Foundation / BA \(Hons\) degree course](#) has a 50/50 split between ballet and contemporary dance, unlike any other dance school in the UK.

The [MA course in Professional Dance Performance](#) was launched in 2018, in partnership with Rambert (dance company), creating [Rambert2](#), a touring ensemble of outstanding dancers. This is the first programme in the world to integrate professional experience at the highest level with postgraduate study.

The [MA course in Dance Research for Professional Practitioners](#) was launched in 2020. Throughout the course, students pursue independent research, based on current embodied practices and previous experience as professional practitioners, to address the practical, artistic, cultural, social, and political implications of dance in the sector.

We recently created [Rambert Grades](#), in collaboration with Rambert (dance company). A progressive and inclusive online syllabi of contemporary dance training and examinations for children and young people, Rambert Grades is committed to empowering and harnessing creative movement and expression in all. Following a recent international launch, Rambert Grades has the potential to change the landscape of contemporary dance and extend the Rambert Family on a global basis.

We are passionate about our Widening Participation and Outreach activities and continue to deepen our links with members of the community and pupils from local and regional schools and colleges through visits, workshops, and open rehearsals.

The School is an outward looking institution that believes dance is for everyone and champions diversity in dancers, repertoire, and audiences.



WHAT WE ARE LOOKING FOR

PURPOSE OF THE POST

- The Facilities Manager will:
- Manage the maintenance and upkeep of the School building, facilities and security, to ensure effective day-to-day running.
- Ensure facilities meet regulations and environmental, Health & Safety and security standards.
- Appoint, manage, and periodically review all facilities and utilities suppliers, such as energy and water, ensuring value-for-money and quality standards are maintained.
- Manage the security, caretaking, and cleaning staff, and any other internally hired technical and facilities staff and contractors, ensuring a first-class service to students, staff and visitors.
- The delivery of all other business critical maintenance, services, and day-to-day facilities needs.
- The post holder plays a key role in providing a professional image of the School at all times.

KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

• **Technical Theatre & IT Manager**

- Principal & Artistic Director
- Chief Operating Officer
- Staff and Students of the School

DIRECTLY MANAGES

- Caretaker/Security Guards
- Cleaners

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

- Building contractors;
- Artic Building Services;
- Any other facilities & maintenance contractors
- Facilities, servicing, maintenance suppliers
- Energy suppliers
- Local authorities



JOB DESCRIPTION

FACILITIES & ESTATES ADMINISTRATION

- Manage and improve administrative processes, such as supplier management, filing systems, postal/courier services and deliveries.
- Implement all facilities/system-related policies and procedures, including, IT and Data Protection, in liaison with the Head of Technical Theatre & IT, the Head of Administration and reporting to the Board of Trustees where necessary.
- Maintain the School's Estates Strategy including reporting to the Board of Trustees.
- Maintain the School's Disaster Recovery Plan including reporting to the Board of Trustees.
- Filing statistical returns to relevant governing bodies, such as the Office for Students.

HEALTH & SAFETY

- Manage the annual external Health & Safety audit.
- Ensure regular maintenance checks (both in-house checks and via external companies) and other related monitoring of the buildings and contents to comply with current Health and Safety legislation.
- Check organisations and contractors working for the School have staff who are DBS checked and their employees are aware of the School's Safeguarding obligations and Health and Safety procedures.
- Keep accurate records of all work undertaken and documentation needed to comply with legislation e.g. PAT testing certificates, Mansafe inspections, public liability and tests on relevant equipment and systems.
- Ensure fire alarms are regularly tested and all fire drills and log books are completed and up to date.
- Ensure fire wardens are adequately trained in the School's fire procedures.
- Manage First Aid training for the organisation, ensuring adequate numbers of staff are trained and certificates are renewed when necessary.
- Take control of emergency situations coordinate all incident/accident responses and report in line with Rambert School's Health and Safety policies and procedure.
- Be the Health and Safety, fire warden and first aider lead.

FACILITIES

- Manage daily, weekly, and monthly building checks, including all boilers and electrical/mechanical equipment, to identify necessary maintenance and repairs requirements and to ensure relevant stocks, such as cleaning products, are replenished when necessary.
- Ensure all statutory inspections are kept up to date at all times.
- Organise the repair and replacement of all building items (light bulbs, mirrors, curtains, flooring etc.), delegating to Security Guard/Caretaker as necessary.
- Implement and manage the PAT electrical safety programme.
- Monitor, arrange maintenance and change settings on the BMS System control unit for Heating and Air Conditioning in the studios.
- Ensure that the carpark and pavements within the school grounds are maintained allowing safe access and egress at all times.
- Arrange callouts and repairs on office equipment e.g. franking machine, photocopier, telephones etc.
- Issue master keys, locker keys and security passes to staff and students. Keep record of related stock, in liaison with the School Administrator.
- Risk management, including completion of risk assessments, for the two sites, the theatre, off site visits, external shows and events, etc.
- Update all Health and Safety policies and procedures as required, reporting to the Board of Trustees where necessary.



JOB DESCRIPTION

SECURITY

- Manage the two Security Guard / Caretakers to ensure consistent cover for the premises, including making special arrangements to cover holiday courses, events, performances and studio bookings.

CLEANING

- Arrange contracts with and manage engagement of external cleaning company.
- Monitor cleaning of buildings on a routine basis, ensuring a satisfactory level of cleanliness is maintained at all times.
- Ensure studio floors are cleaned as per specification of the manufacturers and complete regular “slip tests”.
- Employ relevant pest control services as required.

FINANCIAL MANAGEMENT

- Manage budgets for facilities and maintenance, working with suppliers and contractors to reduce costs, review invoices, and work with the Chief Operating Officer on budget planning and financial management.

LINE MANAGEMENT / CONTRACTOR & SUPPLIER RELATIONS

- Recruit, train and line manage the Security Guard / Caretakers and any other internally hired technical and facilities staff, e.g. temporary sound and lighting technicians, following school procedure on appraisals, approval of holidays, etc.
- Ensure the School is adequately staffed for daily opening-up and shutting-down.
- Supervise and manage relationships with external suppliers and contractors including cleaning, maintenance, and gardening staff.
- Regularly review the maintenance contracts and utilities to ensure value for money and undertake any new tendering processes when required.

OTHER

- Ensure all licenses (TV, PPL etc.) are up-to-date.
- Ad hoc, business-critical, maintenance and facilities work, as required and with the support of external contractors, to ensure the smooth day-to-day running of the School.
- Undertake training deemed necessary by your manager and apply it in the workplace.
- Take part in such working groups and committees as might from time to time be required for the fulfilment of School aims.
- Performing office administration responsibilities, such as answering the phone, when required.
- Undertake any other reasonable tasks as directed by your line manager.
- Always ensure best practice in relation to the School’s GDPR and privacy policy.
- Display an active and committed engagement with the School’s Mission, Anti-Racism & Racial Justice Charter and all other policies and procedures, including the Code of Conduct and Safeguarding Policy
- Provide a professional image of the school at all times, both externally and internally.



PERSON SPECIFICATION

Essential skills & experience

- Educated to A 'Level or above
- Experience of management of maintenance, services, technology and utilities, preferably in a school or performing arts building/theatre
- Inquisitive & problem solving nature – need to understand detail and pass on information
- A “hands on” approach
- Shrewd and detailed approach to managing contractors and suppliers
- An ability to understand the scheduling of technical work
- Knowledge of current H&S legislation and approved codes of practice
- Good working IT knowledge including Microsoft Office, Office 365, Windows and MAC operating systems and hardware connections
- Effective and efficient communication skills
- Ability to work independently and as part of a small office team
- Ability to establish good working relationships at all levels of the organisation – with students, teachers, senior management, Board of Trustees etc.
- A willingness to extend skills through appropriate training

Desirable skills & experience

- First Aid qualification
- Budgetary and finance-management skills
- Experience of implementing and reviewing a Health and Safety monitoring programme
- Experience of creating and implementing administrative systems ideally within a facilities or technical theatre environment
- Contacts and relationships with suppliers to ensure good working relationships and VFM
- Previous experience of training staff or students and writing user manuals

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working as part of a small, friendly, operations and development team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.



TERMS & CONDITIONS

POST

Facilities Manager (Part-time – 0.6 FTE)

REPORTING TO

Chief Operating Officer

SALARY

£27,000 to £29,000 per annum (full-time) / £16,200 to £17,400 per annum (0.6), depending on experience.

HOURS

Part-time 0.6 FTE – 3 days (24 hours) per week. Hours may be worked flexibly, over several days, with the agreement of Line Management.

RIGHTS TO WORK IN THE UNITED KINGDOM

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

DBS CHECKS

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.

BENEFITS

0.6 of full-time annual entitlement to 21 days holiday plus bank holidays; TOIL / payment of overtime (where relevant); optional pension scheme; Employee Assistance Programme; Cycle2Work Scheme; staff training and CPD opportunities; a friendly, inclusive and accessible working environment.

LOCATION

The role will be worked onsite at Rambert School, St Margarets Drive, Twickenham, TW1 1QN and at external theatres and venues on occasion.

N.B. There is no lift access to the upper floor of Clifton Lodge, making it only partially accessible to wheelchair users.



APPLICATION PROCESS

APPLICATION

Submit CV, Cover Letter and Equal Opportunities Monitoring Form to hr@rambertschool.org.uk by 9am on **Monday 8 November 2021**

INTERVIEWS

w/c 15 November 2021 (Second interviews may follow)

START DATE

Preferably by w/c 29 November 2021 for handover, subject to candidate availability

If we can help to make any stage of the application and recruitment process more accessible to you, please let us know.

OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Rambert School is an equal opportunities employer, meaning we are committed to providing equality of opportunity to our staff, Trustees, and applicants, regardless of their age, disability, gender, gender reassignment status, marriage or civil partnership status, parental status, race, religion, belief, or sexual orientation. We are committed to creating a diverse

workforce and Board of Trustees that is representative of our wider society and actively encourage applications from people from all backgrounds. We encourage and embrace difference in our staff and Board and foster a culture of inclusivity. We have adopted the Halo Code, championing the right of all members of the School community to embrace all Afro-hairstyles, and we welcome the wearing of headscarves and hijabs. As an organisation, we have committed to a Racial-Justice and Anti-Racism Action Plan.

WHAT THIS MEANS FOR OUR RECRUITMENT PROCESS

- A broad search, promoting our opportunities through as many different channels as possible, to ensure that we attract high quality applicants from diverse backgrounds.
- A structured shortlisting and interview process, conducted by more than one person.
- Making every effort to eliminate discrimination, direct and indirect, from the recruitment and selection process.
- Making necessary reasonable adjustments, where possible, throughout the recruitment and selection process to reduce any potential barriers and ensure equality of access for all applicants.



**Rambert School of Ballet
and Contemporary Dance**

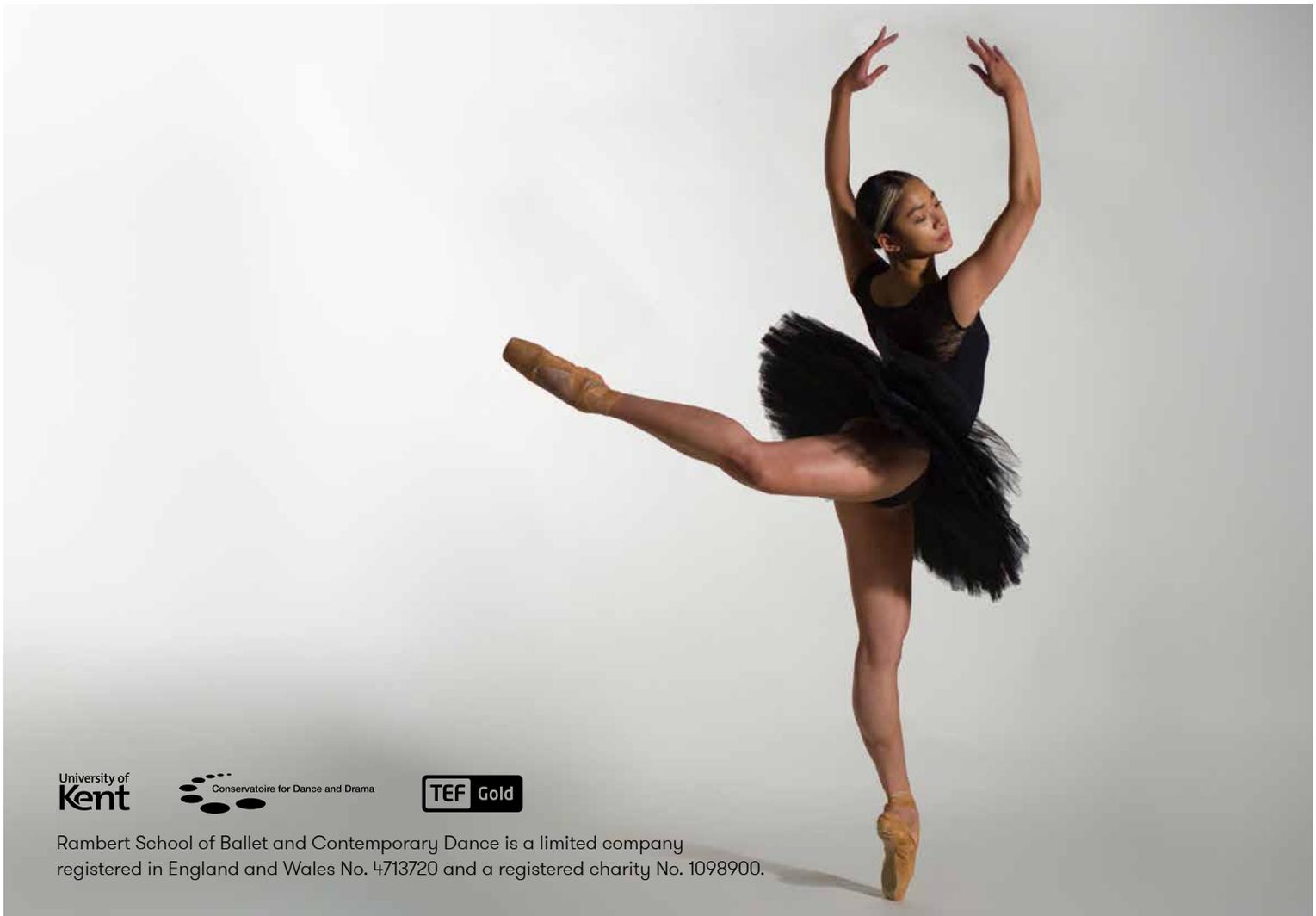
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St Margarets Drive
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Find us online at
rambertschool.org.uk

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Rambert School is a part
of the Conservatoire for
Dance and Drama

RAMBERT SCHOOL



University of
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TEF Gold

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