



RAMBERT SCHOOL

HEAD OF FACILITIES

Join the Operations & Development Team at Rambert School.

We currently seek a proactive, experienced and highly motivated individual to manage all aspects of the School's facilities and premises.

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, over 100 years since 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 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.



JOB DESCRIPTION

JOB TITLE

Head of Facilities

REPORTING TO

Chief Finance Officer

HOURS

8.30am to 4.30pm, Monday to Friday (evening and weekend hours may be required on occasion)

CONTRACT TYPE

Permanent, year-round

SALARY

£34,000 to £36,000 per annum

ADDITIONAL BENEFITS

- Full-time annual entitlement to 21 days holiday plus bank holidays;
- Additional days-off 'gifted' to permanent employees over the annual two-week Christmas closure;
- 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

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

APPLICATION PROCESS

TO APPLY

Submit CV, Cover Letter and [Equal Opportunities Monitoring Form](#) to hr@rambertschool.org.uk by Monday 15 January 2024.

INTERVIEWS

W/C 22 January 2024

START DATE

Subject to candidate availability and ideally no later than start of February 2024.

If we can help to make any stage of the application and recruitment process more accessible to you or you have any specific questions, please contact Grace Campbell via email hr@rambertschool.org.uk or phone 020 8892 9960.

OUR MISSION

Our mission is to provide world-leading training and education in ballet and contemporary dance. Fuelled by innovation and creativity, Rambert School plays a key part in the professional dance sector. Our finely tuned curriculum, inspirational teaching and the talent and individuality of our students makes us a world-leading centre for dance training. We are the only school in the UK to focus equally on classical ballet and contemporary dance, ensuring we give our students sound technical training and that we produce industry-ready dancers and choreographers.

PURPOSE OF THE POST

The Head of Facilities will:

- Manage the maintenance and upkeep of the School buildings, 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, cleaning staff, and any other internally hired technical and facilities staff or contractors, ensuring a first-class service to students, staff and visitors.
- Manage the delivery of all other business critical maintenance, services, and day-to-day facilities needs.
- Manage day-to-day IT support, in conjunction with external IT company.

The post holder plays a key role in providing a professional image of the School at all times.

KEY WORKING RELATIONSHIPS

WITHIN THE SCHOOL

- Chief Financial Officer (Line Manager)
- Head of Technical Theatre
- Security Guard / Caretaker (dual role / job-share of two staff)
- Head of Admissions, Registry & Student Support
- School Administrator (job share of two staff)
- Staff and Students of the School

DIRECT REPORT

- Hourly paid facilities staff, including Security Guard / Caretakers
- Externally hired facilities staff, including cleaners

OUTSIDE THE SCHOOL

- Facilities, servicing, maintenance and building contractors and suppliers
- IT support company (currently Click On IT) and IT service providers
- Energy suppliers
- External security company
- Local authorities



KEY RESPONSIBILITIES

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 control unit for heating and air conditioning in the studios, in conjunction with office staff.
- Ensure that the exterior of the school grounds is maintained allowing safe access and egress at all times.
- Issue master keys, locker keys and security passes to staff and students, in liaison with the School Administrator.
- Risk management – ensure risk assessments are kept updated for both sites, off site visits, external shows and events, working in liaison with relevant colleagues.

INFORMATION TECHNOLOGY

- Be the IT lead for the organisation.
- Liaise with the IT support company on a regular basis to ensure the smooth running of IT provision with regards to operating system software, hardware (staff and student Macs, PCs and laptops), daily data back-up, anti-virus protection, to ensure cyber security and safeguarding measures are met.
- Manage Office 365 provisions, including Teams, OneDrive and SharePoint, for staff and students.
- Manage and maintain IT equipment, issuing equipment to staff and students when required.
- Ensure IT provision and operating systems comply with data protection regulations (GDPR) and act as the organisation's Data Protection Officer (DPO), completing any relevant training as required.

- Provide / arrange training for all relevant staff and students, to ensure correct and safe usage of all IT equipment and systems, including in the usage of Microsoft Office 365 and GDPR regulations.
- Carry out regular audits on all IT equipment and systems.
- Manage and maintain printers and phone system, working in conjunction with dedicated external suppliers.

FACILITIES & ESTATES ADMINISTRATION

- Write, implement and keep under review all facilities/system-related policies and procedures, including IT and Data Protection (GDPR) and Health & Safety, in liaison with the Head of HR, Head of Technical Theatre and prepare related reports for the Board of Trustees as required.
- Maintain the School's Estates Strategy and prepare related reports for the Board of Trustees as required.
- Maintain the School's Disaster Recovery Plan and prepare related reports for the Board of Trustees as required.
- Working in collaboration with the Data Manager, file relevant statistical returns to relevant governing bodies, such as the Office for Students, as required.

HEALTH & SAFETY

- Manage the annual external Health & Safety audit.
- Update all Health and Safety policies and procedures as required.
- 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, boiler servicing, mansafe inspections and tests on relevant equipment and systems.
- Ensure fire alarms are regularly tested and all fire drills and logbooks are completed and up to date.
- Ensure fire wardens are adequately trained in the School's fire procedures.

- Take control during emergencies and coordinate all incident/accident responses, reporting in line with Rambert School's Health and Safety policies and procedures.
- Maintain accident records and ensure staff are fully briefed on the process, so that they can submit reports in the Facilities Manager's absence, as required.
- Be the Fire Warden and Health and Safety Lead.

SECURITY

- Manage the Security Guard / Caretakers and external security company to ensure consistent cover for the premises, including making special arrangements to cover the School holidays, events, performances and studio bookings.
- Ensure assigned security provision is detailed in the school holiday staffing rota, in liaison with the School Administrator.

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".

STUDIO BOOKINGS

- Manage external / internal studio booking, including room set up arrangements, working in liaison with the School Administrator.
- Ensure adequate security and cleaning provisions are in place for external studio hires.

FINANCIAL MANAGEMENT

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

LINE MANAGEMENT / CONTRACTOR & SUPPLIER RELATIONS

- Train and line manage the Security Guard / Caretakers and any other internally hired facilities staff, following school procedure on appraisals, approval of holidays, etc.
- Supervise and manage relationships with external suppliers and contractors including security, 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

- 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.
- Identify and undertake training where applicable and apply it in the workplace.
- Participate in working groups and committees as periodically required, for the fulfilment of the School's aims.
- Provide office administrative support, 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](#), our [Actions for Racial Justice and Anti-Racism](#) 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

Competency	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of management of maintenance, services, technology and utilities, preferably in a school or performing arts building/theatre. • An ability to understand the scheduling of technical work. • Knowledge of current H&S legislation and approved codes of practice. 	<ul style="list-style-type: none"> • Budgetary and finance-management skills. • Experience of implementing and reviewing a Health and Safety monitoring programme. • Contacts and relationships with suppliers to ensure good working relationships and VFM. • Previous experience of training staff or students and writing user manuals.
Communication Skills	<ul style="list-style-type: none"> • Effective and efficient communication skills, with the ability to explain policies and processes to staff and students in accessible formats. 	
Qualifications	<ul style="list-style-type: none"> • Educated to A 'level or above, or the equivalent. 	<ul style="list-style-type: none"> • First Aid qualification.
Planning and Organisation	<ul style="list-style-type: none"> • Shrewd and detailed approach to managing contractors and suppliers. 	
Technical	<ul style="list-style-type: none"> • Good working IT knowledge including Office 365, Windows and MAC operating systems, GDPR, and hardware connections. 	<ul style="list-style-type: none"> • Experience of creating and implementing administrative systems ideally within a facilities or technical theatre environment. • Prior Data Protection Officer (DPO) experience.
Teamwork and Motivation	<ul style="list-style-type: none"> • A "hands on" approach. • Inquisitive & problem-solving nature – need to understand detail and pass on information. • Ability to work independently and as part of a small office team. 	
Values and Attitude	<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to establish good working relationships at all levels of the organisation – with students, teachers, senior management, etc. • A willingness to extend skills through appropriate training. 	



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 Chief Executive, Principal & Artistic Director 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 and school holidays, working together in a mutually supportive way towards shared priorities.

Our Commitment to Equity, Diversity & Inclusion

Equity, diversity, and inclusion is a continuous key priority for our institution. Our School community is culturally diverse, and we foster a fully inclusive culture within our staff team, student body and Board of Trustees. Read more about our commitment to EDI And what this means for our recruitment process [here](#).

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 permission 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.



**Rambert School of Ballet
and Contemporary Dance**

Clifton Lodge
St Margarets Drive
Twickenham
TW1 1QN

Find us online at
rambertschool.org.uk

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RAMBERT SCHOOL



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