

Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Job title:	Facilities Assistant
Location:	Bedford Square, London
FTE:	Full-time, 35 hours per week, permanent
Salary range:	£27,000 - £28,700

Role overview

To provide assistance to the Head of Facilities to ensure a safe, healthy, clean and efficient working environment for students and staff within Sotheby's Institute of Art – London. The Facilities department is responsible for all aspects of building maintenance, security, cleaning, classroom scheduling and set up as well as health and safety compliance.

This role will also be the first point of contact in relation to the day to day running of the front office, in conjunction with the Receptionist. This includes but is not limited to the management of services (for example printing, stationery, external storage, postage or catering requirements) and liaising with suppliers.

The role also provides support to other departments for special projects and events.

Key responsibilities

Front Office

- Dealing promptly and courteously with enquiries from staff, students and visitors
- Providing reception cover in the absence of the Receptionist
- Manage the café area including the maintenance of the vending machines and stock taking

Building Operations

- Undertaking the opening up of the building procedure ensuring emergency exits and routes are clear, clean and in good presentation
- Carrying out routine regulatory checks and testing including fire alarms, emergency lights, fire exits etc
- Identify maintenance issues, fixing or providing assistance to the Assistant Facilities Manager for minor repairs

- Assist the Head of Facilities & Operations to ensure that the general fabric of the building is well maintained and Health and Safety compliant
- Ensuring high levels of cleanliness and presentation are met at all times
- Assisting with site security and closing/opening of buildings
- To act as deputy when Head of Facilities and Operations is absent
- Ensuring all deliveries including cleaning consumables, stationery and other items are received and stored in a timely manner
- Ensuring that all storage areas are kept neat and tidy and in good order

Events and room allocation

- Assisting in the scheduling and, delivery of all events including meetings, receptions, open days, graduation and student induction
- Setting out and clearing away catering equipment, including laying out food/refreshments, preparing tea and coffee for some internal meetings
- Liaising with the Programme Directors and Programme Co-ordinators regarding classroom requirements and scheduling classrooms using meeting planner software
- Management of room changes / additional requests
- Room set-up – moving chairs, tables and desks as required

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Essential criteria

- IOSH/NEBOSH qualified or experience of Health and Safety compliance and codes / regulations
- Experience of working in a facilities role
- Willing to work flexible hours to support events and cover for colleagues
- Experience of working in a busy customer-focused environment
- Punctual, responsible, self-motivated and adaptable
- Proactive, positive and enthusiastic approach to work and using own initiative
- Professional and friendly approach with colleagues, students and visitors
- Strong communication skills – written, verbal and interpersonal
- IT skills -proficient use of Outlook, Word, Excel
- An appropriate level of physical fitness for walking, lifting, pushing, and using stairs daily

Please note the following:

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: vacancies@sothebysinstitute.com Please state where you have seen this role advertised.
2. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
3. Salary dependent on skills, qualifications and experience, £27000 - £28,700 per annum.
4. Benefits include 25 days annual leave plus minimum of 2 days additional leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.
5. Applicants must be able to demonstrate their eligibility to work in the UK
6. Closing date 6 January 2022, however applications will be assessed as they are submitted.