



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Premises Assistant
Department:	Buildings & Estates
Grade:	3
Responsible to:	Premises Supervisor

Background:

The Royal College of Art is the only entirely postgraduate institution of university status dedicated to research and knowledge exchange, teaching and practice in art, design, communication and humanities. Its international reputation for excellence in teaching, research and employability has been recognised for three successive years by the highly regarded QS World Ranking survey, with the College as the world's number one art and design University in 2015, 2016 and 2017. In 2016/17 the College has more than 1,800 students registered for MA, MRes, MPhil and PhD degrees and over 400 full and part-time academic, technical and administrative staff.

The College is currently located on two sites in central London, in Kensington and Battersea, with a total estate of 29,000 square metres consisting of both purpose built and converted buildings. These include the Grade II listed Darwin Building (1962) in Kensington, Sackler (2007) Dyson (2012) and Woo (2015) buildings in Battersea. The College will open a third campus in White City in September 2017. Technical facilities provided on the estate include provision for making ceramics and glass, sculpture, jewellery, metalwork and textiles, as well as for rapid prototyping and moving image.

Purpose of the post:

To deliver a range of facilities support and premises services on behalf of the wider Buildings & Estates team, responding to both reactive and planned requirements ensuring high levels of customer service at all times.

The postholder may be required to move between properties to ensure that operational needs are met. Where staff resources are required at short notice to meet unexpected demand it will be expected that the postholder will move between properties on the same day.

Main Duties & Responsibilities:

- Undertake general handyperson duties (to include painting and decorating, minor repairs to fixtures and fittings) and any ad hoc non-technical requests;



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- Undertake daily premises inspections (to include lighting, heating, fire extinguishers, safety system checks) against a set checklist and reporting the findings to the Buildings & Estates Helpdesk;
- Be responsible for all equipment and hand tools provided ensuring that they are kept secure, maintained and replaced as appropriate;
- Ensure that premises are maintained in a safe and tidy condition by ensuring that staircases, corridors, circulation routes, receptions, plant rooms, risers, pavements, car parks, external areas, access points, exit points, delivery and evacuation areas are kept clear of obstructions and litter at all times;
- Assist in setting up and de-rigging exhibitions and internal and external events and meetings;
- Assist with small internal office moves as determined by the Building & Estates Department, working closely with other Departments as appropriate, including close monitoring of hire equipment such as crates and access equipment;
- Assist with the safe portorage of all non-specialist items within and between designated properties, ensuring that deliveries are accepted in accordance with published procedures and stakeholder requirements and ensuring a safe, tidy Goods In area;
- Assist in mail sorting, franking and delivery duties to meet user requirements including distributing mail within and between multiple local properties where required;
- Provide an ad hoc on request rubbish and recycling collection service from around the campuses to central collection points;
- Undertake a range of portorage duties ensuring that room furniture and equipment layouts are delivered in accordance with published procedures and stakeholder requirements;
- Sweep terraces and external areas (in addition to the cleaning teams) when required;
- Manage and control car parking access in accordance with local arrangements and a Banksman service when required;
- Act as a Fire Warden and provide a marshalling service during any in-hours evacuations;
- Perform other duties consistent with the role as requested by the Premises Supervisor or Operations Manager.

Person Specification:

Essential:

- Experience of working in a similar role in a busy environment, working across multiple sites.
- Excellent interpersonal skills, with the ability to communicate effectively at all levels within the College.
- Proven ability to effectively plan, prioritise and organise work to achieve objectives on time.
- Ability to work proactively and use initiative to resolve day-to-day problems.
- An enthusiastic and flexible approach to work.
- A strong team-player with the ability to work individually.



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- Manual Handling experience, with an understanding of good practice principles.
- Knowledge and understanding of Safety awareness.
- Understanding of how to dynamically risk assess jobs and make use of PPE where appropriate.
- Willingness to work outdoors in all weathers.
- Commitment to equality of opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

Desirable:

- Experience of Fire Safety training / marshalling.
- Qualified First Aider.
- Manual Handling certificate.

ADDITIONAL INFORMATION

- Salary: £20,482 - £22,630 per annum inclusive of London Allowance
- Normal hours will total 35 hours per week, Monday to Friday, between 8.00am and 6.00pm with an hour each day for lunch and with built-in flexibility to adjust the working hours (with notice) to meet the daily work exigencies.
- Occasional overtime working may be required.
- 25 days annual leave plus extended breaks at Christmas and Easter.
- Contributory defined benefit pension scheme and season ticket loan.
- The College has a policy which prohibits smoking in all areas of the College.

August 2017



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PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

5 weeks' (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.



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Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.