

## Facilities Manager - Job Description

**Responsible to:** Theatre Manager  
**Responsible for:** Facilities & Maintenance Assistant and Cleaning Team

### About The Kenton

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £700k+. The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

### Purpose of the Role

The Facilities Manager is integral to the day-to-day upkeep of our beautiful Grade II listed building and facilities with line management responsibility for two part-time members of staff. This hands-on role will take the lead in ensuring our building operates efficiently and safely and always looks its best.

This is a new and exciting role at The Kenton and has a lot of scope for the successful candidate to make this job their own, be involved in significant capital projects and for the role to expand over time.

### Main duties and responsibilities

#### Building Operations and Maintenance

- Oversee condition of building and ensure building is maintained, to notify Theatre Manager of required repairs and obtain quotes.
- Establish a system of weekly checks of all areas of the building, recording findings and planning remedial works with Theatre Manager.
- Create and monitor a repair log which staff and volunteers can use to raise maintenance/IT issues.
- Whenever possible, ensure basic repairs and maintenance of facilities such as plumbing, carpentry, painting walls and doors are undertaken in house to avoid significant contractor costs.

- Monitor general condition of internal and external areas of property and keep clean and tidy including gardening work and ensuring emergency exits are kept clear.
- With the Technical Manager, agree a rota for the daily checking of all four dressing rooms.
- Organise a rolling schedule of redecoration throughout the site.
- Ensure The Kenton is always well-presented, clean and aesthetically in a good state of repair, and that all areas are maintained in a tidy and well-organised manner.
- Responsible for premises cleaning (including line management of one part-time cleaner).
- Liaise with cleaner and order cleaning supplies and materials as required, ensuring stock levels are managed appropriately.
- Manage the housekeeping to ensure operational needs are met, toilet facilities are well presented and supplies of cleaning materials and sanitary goods are always available.
- Arrange periodic deep cleans, particularly during July and August when the theatre is less busy.
- Be responsible for and manage the Building Management System, ensuring weekly programming based on the operational needs of the business.
- Manage the building's mechanical and electrical assets (excluding specialist theatre technical assets) and maintain an up-to-date asset register.
- Manage building maintenance contracts for all reactive and planned maintenance, arranging service calls and regular maintenance visits from contractor including fire alarm, heating, ventilation, plumbing and monitor, assess, plan and oversee these works.
- Develop an annual maintenance plan for the building and the non-theatrical equipment and systems.
- Provide quotes for cleaning and maintenance equipment.
- With the Technical Manager, manage the annual PAT testing and any ad hoc PAT testing.
- Ensure all certification and paperwork is regularly monitored, logged and maintained.
- Implement and manage procedures and processes to protect the security of the building and ensure compliance by staff, volunteers, visitors, contractors and hirers. This includes being responsible for the management of all keys to the building and ensuring the key log is kept up to date.
- Manage all waste services and organise recycling and refuse collection.
- Ensure signage throughout the building is clear, adheres to organisation guidelines and is well maintained.
- Establish and maintain a list of contractors that can be called on to work in the theatre.
- Liaise with window cleaner over cleaning schedule.
- Ensure all storage areas, cupboards and corridors are kept clean, tidy and organised and arrange for regular clear outs of old, broken and unwanted equipment.
- Oversee the monthly readings of gas, electricity and water.
- Work with the rest of the team to ensure rooms and spaces are set up for planned events and manage furniture and equipment for front of house activities.
- Prepare and submit proposals for projects to upgrade, renew or replace building fixtures, equipment of plant as part of the annual capital expenditure programme and grant applications, overseeing the scheduling and completion of any approved works.
- Lead on the recruitment, training, management and development of cleaning and facilities staff and operate and manage a flexible rota system that ensures delivery of service and effective cost control.

- To be part of the Duty Management team, acting as a keyholder and be on call should issues occur out of hours.

## ICT

- Work with the theatre's IT contractor, resolving day-to-day issues, offer suggestions for innovation and development and coordinate and oversee implementation of such works.
- Liaise with and manage maintenance visits from office equipment suppliers (e.g. photocopier) and lead on the procurement of office equipment and furniture.

## Health & Safety

- With the Theatre Manager and Technical Manager, ensure that we are fully compliant in all areas of Health & Safety throughout the building and the building and facilities comply with all statutory duties.
- Maintain up to date knowledge of relevant Health & Safety legislation.
- Deliver building Health and Safety inductions to all new staff.
- Ensure all external contractors receive a Health & Safety induction upon arrival and before commencing work.
- Ensure adequate, up to date Risk Assessments and RAMS are in place for all works taking place on site ensuring they are adhered to for all building activity.
- Maintain up to date First Aid training and ensure first aid supplies are adequate, ensure the Accident Books are up to date and used as required and all documents are appropriately recorded in our Bright HR system and reported to the Theatre Manager.
- With the Theatre Administrator, book and manage all necessary Health & Safety training, keeping accurate records.
- Be responsible for the building's fire alarm system including the delivery of training on the system to staff and volunteers.
- With the Theatre Manager, be responsible for all aspects of evacuation procedures and to ensure that all staff and volunteers receive full training and updates as required.
- With the Theatre Manager and Fire Consultant continue the ongoing Fire Strategy work to improve the fire safety in the building.
- Support the annual review of the Health & Safety policy, Health & Safety audit, Fire Risk Assessment and other Risk Assessments.
- Prepare new Risk Assessments as required, in association with the Theatre Manager and Technical Manager.
- Undertake quarterly Health & Safety inspections.
- Keep Health & Safety notice boards up to date.
- Oversee the weekly fire alarm testing and ensure fire safety logbook is up to date and used as required.
- Oversee the checks of all emergency lighting and firefighting equipment.
- Check that furniture, equipment and plant are fit for purpose and take actions required to bring these aspects up to regulation requirements.
- Check for signs of legionnaires, mould, rodents and other potential health hazards.

- To maintain strict adherence to the theatre's Asbestos Management Plan and ensure that all work around affected areas is compliant in line with the Control of Asbestos Regulations 2012.
- To manage the storage and handling of all hazardous materials.

### **Environment and Sustainability**

- To work with the wider team to help deliver positive environmental outcomes.
- Work as a member of the theatre's Green Team to explore and implement initiatives/actions set out in Theatre Green Book for Building and Operations to improve our certification and levels of commitment to net zero.
- Adopt best practice environmental management for operational systems and the fabric of our building equipment, utilising the guidance of the Theatre Green Book.
- Consideration of environmental concerns when procuring products for the building/operations where possible.
- Investigate and develop actions to improve existing equipment and increase efficiency and performance of all plant and equipment regarding sustainability and enhanced green objectives.
- Work with the Green team to produce and implement an energy and waste management strategy.
- Undertake Theatre Green Book recommended assessments – for example, using the Theatre Green Book Building Survey Tool.
- Implement a new BMS system, and energy reduction initiatives across the building when financially viable.
- Take the lead on monitoring and reviewing energy usage, waste and other environmental data, suggest improvements and identify trends and unusual consumption for carbon footprint monitoring.

### **Organisational commitments**

- Carry out any other task required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Be accountable for yourself and others, in line with our Health & Safety Policy and Safeguarding Policy.
- Deliver a warm welcome and excellent customer service to all audience and visitors to The Kenton.
- Contribute to activities that support income generation and fundraising.
- Contribute to our environmental sustainability goals.
- Undertake relevant training and development as required.

## Person Specification

### We are looking for someone who has:

- Practical skills and experience in managing premises and facilities in a public venue, including supervising other members of the team
- Demonstratable knowledge and experience of Health & Safety legislation policies and practice
- Understanding of statutory compliance including EICR fixed wiring and emergency lighting test reports
- Experience of repairs and maintenance, potentially in a listed building context
- Practical skills in DIY, plumbing, simple electrical tasks and gardening
- Understanding of fire alarm systems, firefighting equipment and emergency lighting
- Experience of sourcing and managing external contractors
- Good time management and ability to multitask
- Ability to work well in a small, dedicated team
- Flexibility with availability including possibility of weekend work
- Excellent IT skills including Microsoft office (365)
- Good written and verbal communication skills
- Excellent organisational and administrative skills
- Creative thinking, problem solving, initiative and flexibility

### Desirable:

- ISOH trained or equivalent
- First aid trained
- Budgetary management experience
- Awareness of environmental sustainability

## Terms and Conditions

Salary:	£15,600 per annum
Hours:	20 hours per week on a flexible schedule including early mornings, evening and weekends depending on the operational needs of the business
Annual Leave:	28 days per annum including Bank Holidays pro rata (rising by one day per year of service to a maximum of 33 days)
Probation:	This post is subject to a three-month probationary period
Contract type:	Permanent
Location:	Based at the theatre

## **Application Process**

Please email a CV and cover letter to: [recruitment@thekenton.org.uk](mailto:recruitment@thekenton.org.uk) ensuring that **Facilities Manager** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact Lottie Pheasant, Theatre Manager at [lottie.pheasant@thekenton.org.uk](mailto:lottie.pheasant@thekenton.org.uk)

Deadline for applications: **9am on Monday 24 March 2025**

In-person interviews to take place: **week commencing 31 March 2025**

We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.