

The Albany  
Douglas Way  
Deptford  
SE8 4AG  
[www.thealbany.org.uk](http://www.thealbany.org.uk)

# Recruitment pack

## Premises Officer

1. [How to apply](#)
2. [Background information](#)
3. [The Role](#)
4. [Job Description](#)
5. [Terms](#)
6. [Person Specification](#)
7. [Organisational Structure](#)

## Applying for the post

Applications must be submitted via CV to

Recruitment contact: Ceri Payne

The Albany  
Douglas Way  
Deptford, SE8 4AG  
T 020 8692 0231 ext.206; E [vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk)

For more information about the Albany please visit our website [www.thealbany.org.uk](http://www.thealbany.org.uk). If you have any access needs in relation to your application and interview then please let us know.

**Please note: there is also a further role available as Premises Assistant working Monday-Friday 17:30-21:30 at £17,690 p.a. pro-rata. If you are interested in this role or combination of roles please do state this in your cover letter.**

## About the Albany

The Albany, in the heart of Deptford, is a vibrant performing arts venue, with a strong focus on working with diverse, local communities. Our mission is to provide:

- An artistic and community resource where diversity and creativity flourish
- A space where new talent is nurtured and exposed to ideas from across the world
- High quality creative experiences relating to the communities we serve
- A creative centre for learning within the community, contributing to the cultural, social and economic benefit of South East London

The organisation has grown considerably over the last years with turnover increasing to £3.2million in 2018/19 The Albany is a registered charity and operates a social enterprise business model generating over 50% of its turnover from earned income. It is also grateful for the consistent support of the London Borough of Lewisham and the Arts Council England.

During the last year over 250,000 people visited the Albany and used its facilities, including audiences of 50,000 at over 500 events. Not including its use of outdoor spaces and other sites, the Albany has four performance spaces, and its year-round programme encompasses music, theatre, outdoor arts and spoken word as well as an array of learning, participatory and community-based projects. Our other facilities include rehearsal and meeting rooms for hire, office space for 21 resident companies and a catering operation across three sites.

The Albany also manages community and performance spaces at Deptford Lounge and Canada Water Theatre on behalf of Lewisham and Southwark Councils, including the 150-seat studio theatre at Canada Water. The combined footfall across all three buildings is now in excess of a million a year.

[www.thealbany.org.uk](http://www.thealbany.org.uk)

[www.canadawatertheatre.org.uk](http://www.canadawatertheatre.org.uk)

[www.deptfordlounge.org.uk](http://www.deptfordlounge.org.uk)

## **Purpose of the post**

The Premises Officer (PO) will work in a team with the Head Of Operations (HOOP) Duty Managers (DM) and Premises Assistants (PA) plus other venue staff to provide a clean, well-presented, well-maintained, safe and secure environment for all users of the Albany. The venue is in constant use so high standards of presentation must be maintained at all times. The Premises Officer carries responsibility for cleaning, maintenance, building security and space set up for bookers and events. They will hold a shared responsibility to maintain Health & Safety and security standards for all users. The role will be split between cleaning/housekeeping and handyperson and seasonal tasks including gardening and deep cleaning.

The suitable candidate will have a background in professional cleaning and building maintenance/repairs and be service-oriented with excellent self- and time management skills.

## **Job description**

[Back to beginning](#)

### **Main duties**

- Responsible for opening/closing the building
- Responsible for maintaining health & safety and security standard of the Albany.
- Deal with and report any accidents, incidents or near misses promptly.
- Perform full cleaning duties throughout the Albany including floors, toilets resident and staff offices. Conduct regular cleanliness checks during the shift.
- Set up rooms for hires and events, which will involve moving furniture
- Act as Fire Warden, co-manage building evacuation and ensure that fire safety standards are maintained ( i.e. exit routes are kept clear)
- Deal with any leaks or blockages or other business critical building faults.
- Manage the disposal of waste and recycling and keep yard area tidy.
- Carry out routine maintenance and minor repairs to ensure a good state of repair and presentation of the Albany is maintained.
- Weekly checks to ensure all lamps are in working order, change light bulbs and clean light fittings as soon as is required or reported.
- Perform regular gardening tasks such as mowing, weeding, watering and litter picking.
- Other duties will be allocated on an ad hoc, weekly or monthly basis including maintenance tasks, window cleaning and deep cleaning

## General

- Pass on any important information to colleagues / members of the team either via the What's On Report, the Premises white board or verbally with the DM.
- Be a point of contact for deliveries and undertake porter duties for both the Albany and its resident organisations - e.g. transferring deliveries to storage areas or the appropriate office within the premises.
- Assist members of the public, staff and resident organisations.
- Actively work within the Albany's policies including Health and Safety, Environmental Sustainability, Equality and Diversity, Safeguarding.
- Attend meetings and training as appropriate.
- Carry out any other duties as reasonably requested by the HOOP & DM in order to ensure the high standard of care and cleanliness required at the Albany.

*This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.*

## Terms

|                   |  |
|-------------------|--|
| <b>Job title</b>  | Premises Officer   |
| <b>Reports to</b> | Head of Operations, Front of House Manager and Duty Manager  |
| <b>Pay Rate</b>   | £18,720 - £19,760 p.a. pro-rata, (£9.00 - £9.50 ph)<br>Depending on experience and skill set   |
| <b>Hours</b>      | P/T 16 hours per week (7:30-17:30 Saturday, 8:00 – 14:00 Sunday)   |
| <b>Contract</b>   | Permanent  |
| <b>Holiday</b>    | 22 days per annum and Bank Holidays, pro-rata  |
| <b>Benefits</b>   | Stakeholder pension<br>Complimentary tickets to Albany performances<br>Albany café 10% discount<br>A dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing<br>Access to childcare vouchers and interest free season ticket or bike loans<br>An Employee Assistance helpline which gives staff confidential support and personalised information and resources when they are experiencing everyday challenges or more serious problems |

## Person specification

[Back to beginning](#)

### Essential

- Experience of cleaning in a professional setting
- Knowledge of carrying out premises maintenance and building repair tasks
- Reliable and conscientious, to act as key holder and carry out the locking and unlocking of a complex building.
- Knowledge of Health & Safety policies and procedures
- Ability to work unsupervised and on own initiative
- Good sense of responsibility, reliability and personal maturity
- Adaptable; good team player
- Conscientious, with a good attention to detail
- Good communication skills and ability to deal with a wide range of people
- Physical fitness to work in a role that is on the constant move, and carry out manual handling tasks
- Ability to train and act as an emergency first aider on site
- Interest and enthusiasm for working with diverse communities
- A knowledge of and commitment to the principles of Equal Opportunities and an understanding of the issues relating to cultural diversity within an organisation
- Prepared to undergo a DBS check

### Desirable

- Qualifications in Health & Safety, Fire safety, First Aid, Coshh
- Plumbing, carpentry, electrical maintenance skills
- SIA badge holder
- Experience of working in a building open to the public
- An understanding of access and disability issues
- An understanding of safeguarding of children

