JOB DESCRIPTION

JOB TITLE:	Building Services Assistant (Fixed Term with potential to extend)
SALARY:	£15.45 per hour (LLW)
CONTRACT:	Minimum 21 hours per week contract inc. evenings and weekends
REPORTS TO:	Building Services' Manager

CONTEXT:

Wac Arts offers performing arts and media workshops for young people in the evenings and at weekends in the Old Town Hall, Belsize Park. The Old Town Hall is a 7 day/week operation. Building Services are an integral part of the team at Wac Arts, responsible for assisting the building's many diverse users.

In addition, we have strong partnerships with several companies who rent office space from us.

We also hire out our space for rehearsals and events.

JOB SUMMARY

Building Services are an integral part of the organisation at Wac Arts, responsible for assisting the building's many diverse users. This is a central role ensuring the smooth day to day running of the building and its many events and activities. We are looking for a fantastic communicator who takes pride in their work and the environment around them. The new employee will be a team player who will work effectively across all teams to ensure the building is serviced effectively and efficiently.

They will be a key player, working closely with the Reception Team to manage building access and maintaining the upkeep and safety of the building, equipment, facilities and operations. This is a small team so there is a need to be flexible about sharing tasks and helping colleagues where/when necessary. **This role is primarily for seasonal cover over the busy end/start of year, however there is potential for the contract to be extended and for advancement in the team with the right candidate.**

Following is an overview of the role but not exhaustive.

Duties & Responsibilities

- Carry out a programme of remedial work necessary for the up keep of the building and facilities, including; painting, repairs, plumbing, carpentry, basic electrical work and gardening
- Format and prepare rooms ready for hire and subsequently reformat and make them ready for future events in a timely and efficient manner
- Open, close, secure and alarm the external and internal building doors appropriately
- Act as a key holder registered with the police service
- To attend the site as and when required in the event of out of hours alarm activations

- Ensure that health and safety legislation and regulations are adhered to
- Assist, and if required, take the lead in the organisation of regular fire drills, and assist with fire risk assessments as required
- Ensure that fire exits are kept clear at all times
- Make adjustments to heating, lighting, toilet facilities as required
- Ensure that all contracted works are undertaken in a proper and responsible manner that minimises inconvenience to all other users of the building.
- Ensure team members know where you are and how to contact you at all times while on duty or on call
- Assist all users of the building with reasonable enquiries and requests

General

- Ensure your DBS check is complete, valid and up to date
- Maintain relevant training standards, professional skills and knowledge of relevant legislation.
- To comply with all Wac Arts policies and procedures, including Health and Safety, Safeguarding and Equality and Diversity.
- Provide excellent customer service to all users of the building.
- Promote the values of Wac Arts, at all times.
- Any other duties which may be required and/or directed by line manager or wider management team.

PERSON SPECIFICATION

- Excellent communication skills
- Experience in facilities or maintenance or with DIY
- Willingness to learn new skills
- Naturally helpful, pro-active and hands-on attitude
- Ability to remain calm under pressure
- Polite and friendly
- Able to engage with people of all ages, including young people and elderly
- Ability to prioritise in a busy environment, managing time effectively to deliver tasks to deadlines
- Flexibility to work within a growing environment, and eager to learn more as the role progresses

The role requires an enhanced DBS clearance which we will arrange for the successful candidate.

To apply, please email your CV and 1 page Cover Letter to recruitment@wacarts.co.uk

Application closing date, **End of Day Tuesday 1st December 2026**

Please Note: We will evaluate applications as they come in and may offer the role prior to the closing date, reserving the right to close this advertisement early.