

## Job Description - Premises Steward Assistant

### Purpose of Post

The Premises Stewards are the team who fulfil a vital support function in providing a safe, secure, and welcoming environment for all our students, tutors and staff. Utilizing their organizational and logistical skills and meticulous attention to detail, they help ensure the efficient operation of the Conservatoire at its busiest times. Excellent interpersonal skills and an ability to problem solve within a busy and demanding environment are at the heart of the role.

**Responsible to:** [TBA]

### Background

The Conservatoire in Blackheath was established in 1881, originally as the Blackheath Conservatoire of Music, and is the focus of arts education and events in South-East London, providing exceptional lifelong learning. It is a charity offering group classes and individual tuition in music, art and drama, catering for all ages, welcoming over 2000 learners a week.

### Main Duties and Responsibilities

- Completing room set ups for classes, including preparing rooms for the next day.
- Ensuring all the communal areas including the toilets are clean, tidy, and free from hazards.
- Responsible for the security of the buildings including opening up the building in the morning.

### Completing all room set ups for the evening and next day

- Ensuring each room has all the required resources (instruments, chairs, tables, easels and art materials) for each class.
- Packing down and setting up rooms for next day classes.
- Liaising with staff and tutors to ensure the smooth operation of classes/events within the buildings.

### Ensuring all the communal areas including toilets are clean, tidy, and free from hazards.

- Checking toilet facilities regularly and topping up toilet tissue/hand soap and hand towels when required.

### Responsible for the security of the buildings including opening up at the beginning of the day

- Maintaining constant vigilance around the security of the premises and safety of the occupants.

- Ensuring health and safety policies and procedures are adhered to.
- Opening up the building where necessary and preparing for the working day (setting out notice- boards etc.).
- Acting as an emergency First-Aider if required. Full training will be provided.

## **Person Specification**

### *Essential criteria*

- Knowledge of PC and Microsoft Office software, particularly Excel, Word and Outlook.
- Experience of logistics i.e., setting up rooms and equipment and packing down.
- Excellent organisational skills
- Good problem-solving skills.
- Ability to work effectively within a small team
- Ability to prioritise tasks, manage workloads from multiple sources and meet deadlines
- Good written and verbal communication skills
- Enthusiastic, positive, and flexible
- Ability to remain calm under pressure
- Effective interpersonal skills to deal with a wide range of people

### *Desirable Criteria*

- Interest and enthusiasm for arts education
- Experience of working in a charity or social enterprise.
- Experience of art, music and / or drama activity programme for children and adults

## **Safeguarding**

The Conservatoire takes its responsibilities as an employer working with young and vulnerable people very seriously. We will seek work references, undertake online searches and complete DBS checks for prospective candidates before a job offer is confirmed.

September 2024