



LEEDS PLAY HOUSE

BUILDING OPERATIONS AND FACILITIES ASSISTANT MANAGER

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHERSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

[f](#) [i](#) @leedsplayhouse



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.



THE ROLE

The Building Operations and Facilities Assistant Manager is a role that helps to bring together our Security, Maintenance, Housekeeping and Facilities departments together as one team. The role is responsible to the Building Operations and Facilities Manager and will work across all three of our buildings.

Strong and consistent leadership is a key part of this role, ensuring that all staff feel supported, respected, and valued.

They will assist in managing a variety of planned and reactive maintenance programmes and contribute to the safety and well-being of all staff and visitors by ensuring the safe and working operation of the fabric and plant of the **Leeds Playhouse** buildings.

They will be an integral part of the Security Team, ensuring all building users are safe and that protocols are being followed correctly.

With support from the Housekeeping Supervisor, they will ensure that all spaces are clean and well presented to ensure that all the buildings look their best to help maximise the customer experience.

The post will assist in managing the Facilities Operative and the scheduling of room set ups and activities taking place the building, and to aid in the smooth running of internal and external events.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

STAFF LEADERSHIP AND MANAGEMENT:

- Managing the Housekeeping Supervisor, and the Facilities Operative.
- Ensure that there is sufficient SIA qualified security cover at all times by managing staffing shifts, and arranging and supervising agency cover when required, within set budgets.
- As required, deputise for the Building Operations and Facilities Manager in managing Security Operatives, and for the Housekeeping Supervisor in managing Housekeepers.
- Administrative tasks such as processing invoices, creating/managing rotas, sending emails, writing reports and dealing with queries from staff and external partners.

OPERATIONAL:

- Work alongside the theatre's Front of House and Technical teams to help in supporting the delivery of performances in spaces outside of the main auditoria, acting as the main point of contact for the buildings and facilities team for such events.
- Assist the Building Operations and Facilities Manager with planning and ensuring delivery of any capital building projects by outside contractors.
- Act as the main point of contact with our tenants in regard to maintenance, security, and fire protection.
- Ensure the proper use, care, maintenance and security of premises, stock and equipment, including property and equipment leased or hired to the department, as directed by the Building Operations and Facilities Manager.
- From time to time, assist the Facilities Operative with room set ups.
- Occasionally assist with Housekeeping duties when needed, to include but not limited to vacuuming, dusting, mopping, cleaning windows and scouring bathrooms and disinfection of surfaces, as per building needs.

MAINTENANCE:

- To be an integral part of the Maintenance team, and to be hands-on with maintenance issues and to provide any cover for sickness, holidays and extra support when required; engage and supervise contractors as required where skills are not available in-house, and within set budgets.
- Assisting in maintaining the grounds of the building, keeping the areas surrounding the building clean and tidy.
- Working safely with a range of equipment, power tools and machinery.
- To confidently work at height and within confined spaces when needed for maintenance tasks.
- To assist with manual handling of, including lifting, heavy and/or large equipment.
- Help to provide an out of-hours callout service during evenings and weekends when on a rota to do so in the event of any emergencies which require your assistance.
- Oversee the keeping of up-to-date comprehensive records of all maintenance works carried out in each of the Playhouse properties covering planned and unplanned work logging details of any follow-up work as required. Provide support and assistance to users in understanding the need for these records and providing guidance and support to other people in keeping these records up to date.
- Ensuring the safe, reliable, and effective operation of the Building Management System (BMS) and all building plant equipment, to include electrical, heating/ventilation, air conditioning, plumbing installations at all Playhouse sites.

ENVIRONMENTAL POLICY:

- Assist the Building Operations and Facilities Manager to develop and implement the Playhouse's Environmental Policy.
- Work closely with the Production department, and Food and Beverage Team to ensure a comprehensive waste management system is in place, ensuring costs are minimised and that waste is treated in the best possible way regarding the environment.

- Identify and raise (or action) ways to reduce our environmental impact of our various building activities and capital works.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to your team in particular and the Playhouse as a whole.

SECURITY AND FIRE PROTECTION:

- Ensure you have a detailed knowledge and understanding of the buildings' security systems and procedures, including the CCTV and intruder alarms; ensure that regular tests are logged and training takes place as and when needed/required.
- Ensure you have a detailed knowledge and understanding of the buildings' fire alarms and sprinkler systems, and to help supervise their good working order, and ensure that regular tests are logged and training takes place as and when needed/required.
- Lead on developing and maintaining the relationships with our parking enforcement, alarm maintenance and monitoring contractors.
- To help ensure that the buildings have suitable intruder and fire alarm response in place for out of hours.
- To act as SIA security, First Aider, and Fire Warden as and when needed, as well as other Security Operative duties, including carrying out building patrols and checks both internally and externally including daily pre-show checklist, Health & Safety and other matters needing attention or escalation.

LEGISLATION AND POLICIES:

- Liaise with and supervise as necessary all maintenance contractors working on site and ensure they are complying with the company's Health & Safety Policy and procedures.
- To help maintain the asbestos register - training will be provided if needed.
- To assist in keeping comprehensive and up-to-date records of all regular testing and certification, such as PAT and fixed wiring testing.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

- Help to oversee the Health & Safety arrangements including ensuring through monitoring, reporting, and advising, that:
 - COSHH is complied with for all aspects of the company's operations and facilities areas and activities.
 - Equipment is in good working order.
 - Procedures are followed, including the Permit-to-Work system.
 - Relevant documentation is kept up to date.
- To help control and measure water hygiene standards to comply with current legislation and to manage the relationship with our water hygiene supplier.
- To help ensure all accidents are documented and report any significant accidents to your manager, and the COO as appropriate.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

KEY RELATIONSHIPS

The role of Building Operations and Facilities Assistant Manager will be managed by the Building Operations and Facilities Manager.

You will be responsible for managing the Housekeeping Supervisor and the Facilities Operative.

KEY INTERNAL RELATIONSHIPS

- Building Operations and Facilities Manager
- Operations Team (Housekeeping, Security, Maintenance and Facilities)
- Food and Beverage Manager and Food and Beverage Assistant Manager
- Theatre Manager and Assistant Theatre Manager
- Duty Managers
- Conferencing and Events Sales Manager
- Front of House Theatre staff
- Box Office staff
- HR & Learning department

KEY EXTERNAL RELATIONSHIPS

- Regular Maintenance Contractors
- Ad-hoc Visiting Contractors
- Suppliers
- Alarm Maintenance and Monitoring Companies
- Capital Development Contractors
- Tenants
- Parking Enforcement Company

PERSON SPECIFICATION

ESSENTIAL

If you do not demonstrate that you meet all these criteria, you may not be shortlisted:

- You are experienced in work related to building facilities and their management.
- You have an eye for detail and a genuine interest in building operations problem solving.
- You have experience of writing and/or carrying out programmes of planned maintenance.
- You have experience of successfully managing and/or supervising staff.
- You have experience of contributing as a member of a team, and of working autonomously.
- You are flexible and adaptable. You can work on own initiative and can appropriately prioritise your own and other's work.
- You have a confident, hands on and can-do attitude. You have the ability to communicate clearly and concisely.
- You have successful experience of successfully influencing people across an organisation to follow policies, for example a health and safety policies.
- You have excellent organisational skills and attention to detail.
- You are computer literate, with good IT skills across basic Microsoft Office packages and able to keep accurate records online.
- You have experience of supervising work of contractors, ensuring work is completed to a high standard and managing time and cost parameters.
- Able to safely undertake manual handling tasks, including the ability to safely lift and move heavy equipment.
- Ability to climb ladders and work at height as required for site maintenance, as well as the ability to confidently work in confined spaces.
- Demonstrable commitment to equality and diversity.

- You must have, or be willing and able to complete, the following training at appropriate levels:

- Fire Safety qualification
- First Aid certification
- SIA qualification
- Legionella (Water Hygiene) training

DESIRABLE

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Ability to use computerised building control systems; training can be provided.
- Interest in environmental issues and their solutions.
- You have a level 2 Health & Safety qualification or proven and demonstrable working knowledge of Health & Safety practices.
- An interest in Arts & Culture and are enthusiastic about the venues and the work that we do.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a permanent contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period
- satisfactory Enhanced Disclosure and Barring Service (DBS) Check*

*In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.

SALARY

£28,660 per year.

You may be called out to attend the building outside your normal working hours. In those circumstances we will pay you for at least 2 hours' work plus a £25 call out fee.

You will be paid double-time if we require you to work between 12AM – 7AM and on Bank Holidays.

HOURS

35 hours of paid per week worked over five days a week between Monday and Saturday inclusive.

Evening and weekend work will be required. Flexibility in hours will be required, for example to attend call outs to site and occasional Sundays.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

8 weeks. 4 weeks during probation period.

LOCATION OF WORK

Your main places of work will be Leeds Playhouse main building, Playhouse 2 (St Peters Building) and St Patrick's. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

NON-CONTRACTUAL BENEFITS

- 2 paid wellbeing days a year.
- Free employee assistance service.
- Corporate gym and swimming discount.
- Staff ticket discount.
- Staff discount in Playhouse food and drink outlets.
- Inhouse counselling services with a BACP counselling professional on site (by referral).
- Voluntary Cash Health Plan (optional).

HOW TO APPLY

**TO FIND OUT MORE,
PLEASE CONTACT
LEE BAINBRIDGE,
BUILDING
OPERATIONS &
FACILITIES
MANAGER AT
[lee.bainbridge@leeds
playhouse.org.uk](mailto:lee.bainbridge@leedsplayhouse.org.uk).**

PHOTOGRAPHY CREDITS

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page listing. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700