

Role Title:	Facilities Assistant
Contract:	Permanent, Full Time (37.5 hours per week) Hours 2pm to 10:30pm (tbc)
Salary:	£24,000 - £25,000 per annum full-time dependent on experience
Location:	MetFilm School Ealing Studios, Ealing, London.
Reporting to:	Head of Facilities
Start Date:	ASAP

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

About the Role

We are recruiting a full time Facilities Assistant who will be responsible for contributing towards the upkeep and maintenance of the school's buildings and facilities. They will also help provide secure and safe premises fit for purpose and set rooms up in a timely and uniform manner in line with instructions issued by the room timetabling team

The successful candidate will be able to:

- Collaborate with motivation and enthusiasm as part of a wider team
- Work with systems to ensure effective communication across the team
- Maintain effectiveness and approachability working under pressure to tight deadlines and changing priorities
- Exercise tact, discretion and diplomacy at all times

- Build and maintain effective working relationships with staff from other departments
- Work with flexibility and adapt to the changing needs of the business

This position requires previous experience working in a facilities or maintenance role ideally within an education setting. A passion for audio and recording studio set up and maintenance is highly desirable. The selected candidate must be IT literate with experience working with computer-based communication and project management systems (Microsoft 365 desirable).

Key Responsibilities

- To assist Head of Facilities with planning of the decoration/maintenance cycle for School's facilities to help deliver a first-class student experience in accordance with the expected MetFilm School standards
- To help maintain School's lighting, plumbing and decoration to provide excellent facilities for staff and students.
- To develop troubleshooting routines to solve minor repair issues and to ensure prompt resolution to enable a pleasant and safe environment for all MetFilm users
- To arrange, assemble and repair classroom furniture and from time to time. assist students building sets for shooting spaces to facilitate learning
- To complete regular daily room checks, and repair, remove any damaged furniture or equipment found during the checks
- To help maintain and test School's AV systems to ensure School requirements are met.
- To perform security and compliance duties to ensure the safety of staff, students and visitors
- To respond to facilities emergencies, as and when they occur to ensure the smooth running of the School
- To repair faults or/and report to the Maintenance Team and monitor progress to ensure smooth running of School services
- To perform ad-hoc administrative tasks as required to support the delivery of an excellent service to all stakeholders.
- To act as a First Aider and Fire Warden (training will be provided)
- To receive and check deliveries
- To cover reception as and when required

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.

Knowledge and Experience

Essential

- Previous experience in a Facilities/Maintenance role
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents
- Knowledge of maintenance procedures
- An understanding of the importance of health and safety in the workplace

Desirable

- Experience of basic carpentry, painting and decoration
- Knowledge on planned preventive maintenance in relation to statutory compliance
- System trouble shooting and fault finding (HVAC, electrical, plumbing)
- Knowledge of audio technology and basic recording studio software and hardware configuration
- Experience working in an educational environment

Skills and Behavioural Characteristics

Essential

- Customer service and client facing skills, decorum and a friendly attitude
- High degree of organization, accountability and flexibility
- Able to manage and prioritise multiple tasks
- Strong interpersonal and communication skills
- Attention to detail
- Ability to follow tasks through to completion
- Ability to tackle issues or problems promptly and effectively
- Team player, highly motivated and enthusiastic
- Self-directed, takes initiative
- Able to work and maintain effectiveness and approachability under pressure, within tight deadlines and changing priorities
- Ability to exercise tact, discretion and diplomacy at all times
Ability to build and maintain good working relationships with staff across departments
- Flexibility and adaptability

How To Apply

To apply for this role please send a CV and cover letter to jobs@metfilm.co.uk, including the title of the role in the subject line, by Sunday 30th October.