

# Maintenance Assistant

## Applying for this post

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to [jobs@dundeerep.co.uk](mailto:jobs@dundeerep.co.uk). Data from your Equalities 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 [jobs@dundeerep.co.uk](mailto:jobs@dundeerep.co.uk).

The deadline for receipt of applications is Monday 2 June at midday.

Interviews will be held at Dundee Rep Theatre week commencing 9 June 2025.

## Guidance

Please refer to our websites, [www.dundeereptheatre.co.uk](http://www.dundeereptheatre.co.uk) and [www.scottishdancetheatre.com](http://www.scottishdancetheatre.com), to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can 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 three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

## **Role Summary**

### **Maintenance Assistant**

The Maintenance Assistant reports directly to the Head of Operations/ Facilities. The Maintenance Assistant carries out day-to-day repairs in plumbing, basic electrical, joinery, decorating, grounds maintenance, and oversees contractors whilst they are on site. The Maintenance Assistant is responsible for any external contractors in the absence of the Facilities manager and has key relationships with the Head of operations, Leadership Team. Heads of Department, Duty Managers, Kitchen manager, and team members and Contractors.

The duties of the Maintenance Assistant include some cleaning and ground clearing, in the form of litter picking emptying external smoking bins and gardening work.

## **Main Duties and Responsibilities**

### **Administration**

- Ensure accurate records for all monthly, quarterly and annual inspections
- Liaise with Head of Operations/ Facilities to re-order supplies within agreed budgets
- Avoid wastage in work to help control procurement costs

### **Environmental**

- Be sensitive to environmental impacts whilst assessing and carrying out job tasks
- Support the Facilities Manager and the Environmental Committee to meet the organisation's sustainability targets.
- Assist in auditing and recording the Company's environmental performance (includes collecting meter readings from the theatre and external stores.
- Carry out gardening, by reducing weeds to paths and flower beds.
- To carry out Litter picks of the external grounds as required.
- To attend green team meetings monthly as business allows.

### **Health and Safety**

- Ensure that safe and effective working practices are carried out when undertaking duties.
- Oversee safe working practices of external contractors' whilst they are on site.
- Assist with deep cleaning duties, as required
- Oversee the refuse area to ensure it is kept clean, tidy and without risk.
- Complete a monthly Health & safety checklist
- To assist with weekly tests of the fire alarm
- To carry out inspections and stock first aid boxes monthly.
- Carry out Monthly water temperature checks in line with Legionella Regulations 2019.

- To Carry out quarterly shower head and spray tap disinfection routine in line with Legionella Regulations 2019.
- Carry out Monthly 1-hour inspections of emergency lighting throughout the building.
- Carry out Portable appliance testing.
- Assist with Opening the building (on occasion)

## **Maintenance**

- Perform repairs and general maintenance throughout the Company premises in accordance with local procedures.
- Carry out planned preventative maintenance works.
- Liaise with Head of Operations/ Facilities to arrange for contractors to carry out more in depth works, as necessary
- Carry out maintenance of the external grounds and car parks, including lighting
- Carry out painting and decorating works both internal and external
- Carry out Joinery repairs to doors, locks, shelving etc
- Carry out basic plumbing repairs to pipe work, taps, sanitary ware & remove blockages.
- Carry out basic electrical repairs to plugs, sockets and light fittings
- Replace Filters and belts to the HVAC systems

## **Other**

- This list of responsibilities is not exhaustive, and the employee may be required to perform additional duties as required by their line manager, members of the Senior Management Team, or members of the Board of Directors of Dundee Rep Theatre Limited.

## **Person Specification**

### **Maintenance Assistant**

#### **Essential**

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

- Previous experience in similar role
- Flexible and reliable approach to work
- Excellent communication skills
- Good problem-solving skills
- Hold a clean, valid UK driving License
- Physically fit and able to carry out an active role
- Proficient in the use of hand and power tools
- Able to work at heights
- General knowledge of HVAC
- Good working knowledge of Health & Safety guidelines
- Basic knowledge of working with electricity

#### **Desirable**

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

- At least one qualification in Electrical, Plumbing, or Joinery
- IPAF/ PASMA Certificate
- Experience in PAT testing
- Experience in tiling and grouting works
- Experience in painting and decorating
- Experience in basic plumbing

## **Terms and Conditions**

### **Maintenance Assistant**

#### **Pay**

The salary range for the post is £20,000 per annum which is £24,000 FTE.

#### **Hours**

30 hours per week. Flexible working available.

#### **Holidays**

29 days per year inclusive of Public Holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

#### **Notice period**

The notice period will be one month, or within the probationary period two weeks.

#### **Location of work**

Your main place of work will be Dundee Rep.

#### **Other benefits**

- Contributory staff pension
- Hybrid/Flexible Working

#### **Non-contractual benefits**

- Staff tickets to Dundee Rep Ensemble and Scottish Dance Theatre ensemble shows.
- Staff discount in Rep restaurant.
- Cycle to work scheme

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

## **Equal Opportunities**

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation 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, disability or religious beliefs.

## **Guaranteed Interview Scheme**

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

## **Safeguarding**

Dundee Rep and Scottish Dance Theatre Limited 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 encounter.

## **Offers**

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.