

ArtsEd



WEEKEND DUTY MANAGER **Job Pack**

Arts Educational Schools London is an independent Arts based school that has a long tradition in both secondary and higher education training with a specific focus on the performing arts. It is a popular school with a long history of extraordinary achievement and is based in its own building in Chiswick, West London – within a few minutes walk of Turnham Green.

In addition to teaching facilities for dance, theatre, music, singing, TV, radio and visual arts, the school also has two publicly licensed theatre spaces – a traditional proscenium space as well as an adaptable studio.

With more than 450 full-time pupils and students and in excess of 500 part-time young people and adults attending our courses on a weekly basis, the institution provides both full-time and part-time training for young people and adults of all ages.

Arts Educational Schools London has highly professional, dedicated staff and a supportive Council that values and celebrates innovation in education as well as high standards in the performing arts.



The Role

Contract:	Permanent
Department:	Facilities
Reports to:	Head of Facilities
Working Pattern:	An average 24 hours per week
Salary:	£20,000 per annum (£40,000 FTE)

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.

Summary of the role:

What are we looking for?

The Weekend Duty Manager is responsible for the effective management and safe operation of the site during weekends. The postholder will oversee site operations, monitor and control external hirers activities, coordinate maintenance and repair activities, ensure compliance with health and safety requirements, and act as the designated responsible person for emergency situations, including fire safety and first aid incidents.

The post itself will require the execution of varied duties/responsibilities as detailed below.

Detailed Duties

Site Operations and Facilities Management

- Act as the senior operational representative on site during weekends.
- Monitor the condition of building, grounds, and facilities, ensuring they are safe, secure, and fit for use.
- Oversee the smooth operation of external hirers activities ensuring that all hirers comply with ArtsEd policies and procedures for building use. Have oversight of any specific external hirer events in the theatre or studios. Coordinate duties of reception and facilities staff to ensure all such events are managed safely and efficiently
- Identify maintenance issues and arrange for repairs to be carried out promptly by internal staff or approved contractors.
- Respond to urgent maintenance and facilities issues, prioritising work according to operational needs and safety risks.
- Conduct regular inspections of building to identify defects, hazards, or maintenance requirements.
- Maintain accurate records of repairs, maintenance requests, inspections, and contractor activities.
- Log any work required on the maintenance ticketing system for action by the maintenance team.

Health and Safety

- Ensure compliance with all relevant health and safety legislation, policies, and procedures.
- Carry out routine health and safety inspections and address any identified risks.
- Investigate and report accidents, incidents, near misses, and unsafe conditions.
- Ensure appropriate control measures are implemented to maintain a safe environment for students, staff, visitors, and contractors.
- Support the implementation of risk assessments and safe working practices.

Fire Safety

- Act as the designated Fire Warden / Responsible Person during weekend operations.
- Conduct fire safety checks, including inspection of fire exits, evacuation routes, fire doors, alarms, and firefighting equipment.
- Respond appropriately to fire alarm activations and coordinate evacuation procedures where necessary.
- Liaise with emergency services during fire or other emergency incidents.
- Ensure fire safety records and logs are maintained accurately

Detailed Duties

First Aid and Emergency Response

- Act as the designated First Aider (where appropriately qualified) or coordinate first aid provision on site.
- Respond to medical emergencies and ensure appropriate action is taken.
- Maintain first aid supplies and ensure equipment is readily available and compliant with requirements.
- Manage emergency situations, including coordinating responses and communicating with relevant stakeholders.

Security and Incident Management

- Oversee site security arrangements during weekends.
- Respond to security incidents, alarms, and emergency call-outs.
- Ensure all incidents are recorded, investigated, and reported in accordance with college procedures.
- Liaise with security personnel, contractors, emergency services, and senior management as required.

General Flexibility

The duties and responsibilities attached to the post may vary in detail from time to time, and therefore this job description is not necessarily a comprehensive definition of the post, and may be subject to modification or amendment at any time as operationally required, however where possible, this will be done after consultation with the post holder.

Performance Indicators

- Consistent provision of high standards of service - due to comprehensive understanding of all sections managed by Facilities and how they interact/impact on each other or within the school.
- Low levels of complaints and any complaints are dealt with promptly.
- Increase in speed of resolution of work requests/less outstanding requests – Tasks carried out at an incentivised pace and regular status updates/feedback provided.
- Reduction in overall budget expenditure by decreasing the need for external suppliers for work that could be done in-house.

Detailed Duties

Essential Qualifications and Experience

- Experience in facilities management, site management, estates management, or a similar operational role.
- Knowledge of health and safety legislation and best practice.
- Experience coordinating maintenance and repair activities.
- Strong understanding of fire safety procedures and emergency response protocols.
- First Aid at Work qualification (or willingness to obtain).
- Excellent organisational and problem-solving skills.
- Ability to work independently and make decisions under pressure.
- Good written and verbal communication skills.
- Must be able to pass a DBS check

Desirable Skills/Experience

- NEBOSH, IOSH, or equivalent health and safety qualification.
- Fire Warden/Marshal certification.
- Experience working in an educational, residential, or campus environment.
- Knowledge of contractor management and compliance requirements.

Key Competencies

- Leadership and decision-making.
- Attention to detail.
- Strong customer service focus.
- Ability to prioritise competing demands.
- Calm and effective response in emergency situations.
- Commitment to maintaining a safe and secure environment.

Working Hours

Weekend working (Saturday and Sunday) with flexibility to respond to emergencies and operational requirements. Additional hours may be required during show nights (Saturday), exceptional circumstances or major incidents.

Responsibility Statement

The Weekend Duty Manager has responsibility for ensuring that campus facilities remain operational, repairs are coordinated and completed effectively, and that all health and safety, fire safety, and first aid arrangements are maintained to protect students, staff, visitors, and School property throughout weekend operations.

Background to ArtsEd

ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s.

ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The Day School and Sixth Form remains the leading school of its kind in the UK with all students possessing outstanding creativity and dedication. Academic results and vocational success are significant, and our Value-Added return is in the top 1% nationally. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

In addition to vocational training and significant success in the creative arts, each year a number of ArtsEd students move on to Russell Group universities where they study a range of more traditional academic subjects, including English.



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