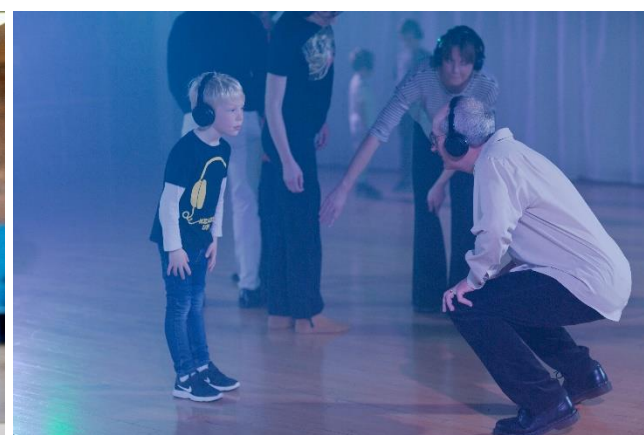


## JOB INFORMATION PACK

Caretaker

Start date: As soon as possible



*Images Clockwise from top left: Saturday Superstars Youth Dance Classes © Sara Teresa, Alethia Antonia performing at No Dress Code © Ant Robling, Audience members interact at H2's Strangers & Others at Encounters Festival © Sara Teresa, Leaps & Bounds group for adults with learning disabilities © Camilla Greenwell (these are just a few of the activities which take place in our building)*

Dear Applicant,

Do you have an eye for detail and enjoy putting your practical skills to good use? Do you enjoy creating a welcoming environment for the general public?

Yorkshire Dance are looking for someone to provide the role of part-time caretaker managing the day-to-day maintenance of the building.

This is a great opportunity to carry our maintenance in a friendly environment within a busy arts organisation, including (but not limited to):

- Caretaking/Maintenance including repairs, building inspections and stock takes.
- Support health and safety for the building, with reactive and planned maintenance.
- Front of House support including keyholder duties and maintaining tidy public spaces.
- Setting up event spaces for regular hirers, including furniture and equipment.
- Responding to tenants and supporting minor maintenance needs.

Each year Yorkshire Dance supports 200 dance artists, hosts 4 dance festivals (audience of 3,500), runs 4 sub-regional dance networks and delivers 1,500 weekly community dance sessions (1,500 participants). Dance sessions take place in our studios, in community centres and care homes throughout Leeds and Bradford. You can find out more about our current programmes on our [website](#) and social media.

You will be based in our city-centre building which hosts our offices, studio spaces and regular performances, giving you a real insight and experience of working in a lively performance venue. While the role is ideally for a full-time candidate, we are open to conversations around flexible work patterns, including: Part-time engagement, job-share, etc.

Yorkshire Dance offers a supportive work environment, in addition to a range of benefits which generally include:

- Training opportunities both relevant to your role and the organisation (e.g. the full staff team have recently undertaken training in anti-racism, Dementia Awareness and Trans Awareness)
- Pension scheme
- An annual Go See Fund to purchase tickets for dance performances (and complimentary tickets for most performances run by Yorkshire Dance), or to partake in dance classes
- Maternity and sickness pay in line with our policies
- Tech scheme
- Cycle to work scheme
- Bus to Work scheme (discounts on First Bus and Trans Dev)
- Eye care

If you would like to have an informal chat about the post, or have any queries, please contact me on 0113 243 9867 or [admin@yorkshiredance.com](mailto:admin@yorkshiredance.com).

Thank you for your interest, and I look forward to receiving your application.

Yours faithfully

**Jo Hawkes**  
Executive Director  
Yorkshire Dance

## Mission

Yorkshire Dance works through dance to create happiness, health, connection and change. We create opportunities for people of all ages, backgrounds and abilities to see, make and take part in high quality dance. [Meet the team here.](#)

## Our Values & How we work

We are creative

We are curious

We are inclusive

We are joyful

We care

Underpinning this plan is our commitment to being an ethical organisation.

We commit to fair pay and fair working practices for all staff and freelancers.

We commit to increasing our environmental sustainability and to use our platform to increase public awareness of the Climate Emergency.

We apply co-design and co-creation principles to all our activity; from project planning to the creative process wherever possible and appropriate.

We are committed to work in partnership with health, sport, community, local authority and arts partners to increase impact and relevance of our work.

## Caretaker - Job Profile

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### **Main purpose of the job**

The principle responsibility of the role/s is to unlock the building in a morning and prepare studio and meeting rooms for users. Provide basic maintenance support, ensuring that the building is a safe and welcoming environment for all users.

### **Position in the organisation**

The post holder will report directly to the Operations Manager and will be part of the Duty Management Team, working hours to ensure the building is appropriately staffed 7 days per week. Regular building opening hours are:

**Monday to Thursday:** 08:30 – 22:00

**Friday – Sunday:** 08:30 – 17:00

### **Duties and key responsibilities**

#### **Caretaking/Maintenance**

- Perform any preventative and reactive hands-on maintenance work such as repairs, painting/ decorating, changing lightbulbs and removal of debris around the building.
- Conduct building inspections including heating, cooling, lighting and alarm systems to make sure they are in good working order, logging periodical checks as required.
- Communicate any maintenance emergencies to the Operations Manager as required.
- Monitor cleaning materials, tools and furniture and inform the Building Manager of any required replenishments.
- Assist with moving goods and furniture around the building when required and set up for events, studio space each morning.
- Check public-facing stocks and consumables and replenish as required (lavatory/cleaning supplies etc).
- General housekeeping – filling/emptying of dishwasher, replenishment of hand towels in kitchens /bathrooms.
- Assist with the set-up of studio spaces and meeting rooms, including arranging chairs and tables and clearing them away afterwards, as required.
- Other maintenance and caretaking responsibilities, as delegated by the Operations Manager.

#### **Front of House support**

- Welcome, direct and announce arrival of visitors from 8.45am – 9.15am as and when required.
- Assist with signing visitors in and out of the building.
- Deal with general enquiries and respond with appropriate information.
- Maintain the appearance of the reception and foyer areas.

#### **Studio Hires**

- Ensure studio spaces are reset each morning and all equipment is working, following training on how to set equipment.
- Liaise with the Operations Manager for any specific equipment and room requirements.

- Monitor hirer behaviour and ensure that the studio rules and regulations are adhered to where possible.

### **Tenants**

- Maintain good working relationships with office hirers, supporting their minor maintenance needs within reason.
- Ensure all communal areas are tidy and safe for all building users and tenants.

### **Festivals**

- Support Yorkshire Dance festival and performance set up within the building including equipment, furniture and signage.

### **General duties applicable to all Yorkshire Dance contracted staff**

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties of the level of responsibility entailed. All Yorkshire Dance staff are expected to:

- Undertake all activities in compliance with Yorkshire Dance's policies and procedures with particular reference to equality and health and safety.
- Promote the activities, products and values of Yorkshire Dance.
- To participate in the staff review and development scheme and undertake continued professional development activities as identified.
- To be a key holder and to lock and unlock the building on departure and arrival as required.

### **Terms and Conditions**

Salary:	Full-time equivalent of £23,829.00 per annum (£9,531.60 pro rata)
Pension:	Where eligible, auto-enrolment in company pension scheme
Period of contract:	Permanent
Hours of work:	15 hours per week, 07:00 to 10:00 Monday to Friday, though evening and weekend work may be required (no overtime is payable, but time off in lieu may be given)
Annual Leave:	25 days plus statutory and bank holidays pro-rata.
Probation period:	3 Months
Notice period:	2 months
Right to work:	The candidate would have to have the right to work in the UK to take up this role.

### **How to apply**

**Please apply by sending across your completed application form explaining how your skills and experience meet the person spec. Email your application form to [admin@yorkshiredance.com](mailto:admin@yorkshiredance.com).**

Applicants will be interviewed on a rolling basis. Interviews will take place at Yorkshire Dance in Leeds City Centre (or over Zoom if required).

If you require support in completing your application, or would like to receive or submit the application in an alternative format, please call us on 0113 243 9867 or contact us via email on: [admin@yorkshiredance.com](mailto:admin@yorkshiredance.com)

## Yorkshire Dance Recruitment Statement

We recognise the positive values of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Our jobs are open to all and we particularly welcome applications from people with a disability, and people of African or Caribbean heritage and people of South, East and South East Asian heritage, as they are currently under-represented at Yorkshire Dance. We will interview all applicants who are ethnically diverse or have a disability and who meet the essential criteria of this role.

There is a tick box on the application form which asks: *Do you wish to be considered for this role under our commitment of interviewing who are ethnically diverse or have a disability?* [ ]

Please tick this box if relevant to you. We will never ask for clarifying or supporting information. Information collected within the equal opportunities form is kept separately and anonymously and does not form part of the selection process.

Yorkshire Dance recognizes that it is possible that there may be more applicants identifying as ethnically diverse and/or as D/deaf or disabled meeting the essential criteria for the role than there are available interview slots. In that event, applicants will be assessed against the desirable criteria and those scoring highest will be invited to interview.

If you require support in completing your application, or would like to receive or submit the application in an alternative format, please contact via email on: [admin@yorkshiredance.com](mailto:admin@yorkshiredance.com)

## Person Specification

<b>Experience</b>	<b>Essential</b>	<b>Desirable but not essential</b>
Experience of working in a similar maintenance focused role	✓	
Experience of working in a small Operations Team	✓	
Ability to be resourceful in a crisis	✓	
Ability to work under pressure and to remain calm, enthusiastic and welcoming at all times	✓	
First Aid trained, or willing to obtain First Aid qualifications	✓	
Experience of the Health and Safety needs of a public building		✓
Health and Safety training such as COSHH		✓
Experience of a skilled trade such as plumbing, electrician or similar		✓
<b>Skills</b>		
Demonstratable maintenance and DIY skills	✓	
Excellent written and verbal communication, including phone manner and good interpersonal skills	✓	
Good customer service skills with experience of working with a range of people with varying needs	✓	
Demonstratable training in Health and Safety courses e.g. COSHH, Legionella testing, etc.		✓
<b>Attributes</b>		
A commitment to Equity, Diversity and Inclusion	✓	
A commitment to self-development and learning on the job	✓	
Proactive approach to problem solving	✓	
Self-motivated, able to work independently and to prioritise own workload	✓	
Available to work early week day mornings and some weekends.	✓	
<b>Qualifications</b>		
GCSE English and Maths or equivalent	✓	
<b>Other</b>		
Satisfactory Enhanced Disclosure and Barring Service (DBS) Check or willingness for YD to obtain one	✓	
Right to work in the UK	✓	

