

# Art Academy

**JOB TITLE:** OFFICE AND FACILITIES MANAGER

**CONTRACT TYPE:** Fixed term, 1 year, with potential to extend  
**HOURS:** 37.5 hours per week; typically, Monday - Friday 9am - 5pm  
**HOLIDAY:** 25 days per annum, plus bank holidays and Christmas  
**ACCOUNTABLE TO:** Director of Operations  
**RESPONSIBILITY FOR:** Head Technician, Front of House staff, HR and Health & Safety consultants  
**LOCATION:** Art Academy Bankside, 185 Park Street, London SE1 9BL

## MAIN PURPOSE OF POSITION

We are looking for a warm and wonderful person to help run the Academy. The Office & Facilities Manager will ensure the smooth running of the Art Academy's premises. They will handle a variety of tasks, including management, administration, HR, operations, and clerical work. The Office & Facilities Manager will adapt to the changing needs of a small team and provide both day-to-day and long-term leadership. They will manage administrative and operational activities while supporting the Academy's values and culture. The successful candidate will help create an organized and efficient work environment. They will improve processes and introduce best practices to support the Academy's success and growth.

## ABOUT US

The Art Academy is a growing art school offering courses taught by skilled, practising artists. The Academy has recently moved to a new campus on Bankside, near Tate Modern. AA is an equal opportunities employer and believes a diverse workforce improves creativity and innovation. We welcome applications from all backgrounds.

## WHAT WE OFFER

This role offers the chance to join a growing organisation where you can make a real difference. You'll get support from the team and opportunities for professional growth.

We provide a competitive salary, pension, and 25 days of annual leave, plus bank holidays and Christmas. We offer an Employee Assistance Programme to support your physical and mental wellbeing. You can take free spaces on evening, weekend, and short courses, subject to availability. Free spaces can be available on Young Artist courses (12-17 years) for those with parental responsibilities (both reasonable use only). You can also join the cycle-to-work scheme.

## HOW TO APPLY

Apply online via AA's website  
The application deadline is Sunday 27<sup>th</sup> April, 11:55pm  
Interviews will be held week commencing 28<sup>th</sup> April  
The start date for the role is May 2025  
AA reserves the right to interview on a rolling basis.

## PRINCIPAL FUNCTIONS AND RESPONSIBILITIES

### Managerial

Manage front-of-house staff to ensure smooth operations and a professional environment.

Oversee the Academy's Head Technician and operational activities, making sure spaces are ready for teaching, projects, storage, and communal use, and that classes run on time.  
Manage the Operations budget.  
Manage HR consultants.  
Organize and with others lead monthly General Management Meetings.  
Work with the Academy's Executive Team to develop and implement policies and strategies related to HR, IT, Health and Safety, Operations, Data, and Risk Management.

### **Human Resources**

Manage human resources across the organisation, with support from external HR consultants, ensuring policies and procedures follow best practices.  
Stay informed about legal changes and industry updates, sharing key information with the Academy's Executive Team.  
Ensure staff records are accurate and up to date.  
Work with the finance team particularly around monthly payroll.  
Address HR issues, working with the Operations Director, Executive Team or Principal as needed.  
Oversee the recruitment, selection, and onboarding process for new employees, working with managers and directors as needed.  
Manage the staff training schedule, coordinating with the Director of Quality and Student Experience to meet agreed standards.

### **Operational**

Oversee the daily operation of the Academy's offices and premises, ensuring systems and staff run smoothly across all sites to maintain a professional environment.  
Alongside the Director of Operations, help manage IT systems including health and safety software, internet, and telecom services.  
Work with the Head Technician to schedule repairs and maintenance, keeping records of inspections.  
Understand rent, landlord costs, business rates, and bid levies, working with the Director of Operations to ensure the Academy's liabilities are met.  
Assist with the planning and management of off-site events when needed.

### **Health & Safety**

Monitor fire safety, manage fire risk assessments, and ensure all actions are completed.  
Oversee evacuation procedures, including regular drills, and keep records up to date.  
Maintain and improve security systems.  
Ensure the Academy meets health and safety standards by updating risk assessments and conducting weekly and monthly inspections across all buildings.  
Manage H&S documentation.  
Work with the Head Technician to prepare for the annual H&S audit and address any issues.  
Assist with staff induction and training on health and safety.  
Attend the AA Facilities, Health and Safety Committee, report on incidents, facilities, and procedures, and update on any changes in health and safety laws.  
Complete required Health and Safety training and stay informed on any changes to regulations.

### **Organisational Effectiveness**

Understand the Academy's insurance needs.  
Step in for the Prevent Coordinator and Designated Safeguarding Officer when needed.  
Work with the executive management team to maintain the risk register.  
Oversee the DBS procedures, ensuring all relevant individuals are checked.  
Act as the Academy's Data Protection Officer, ensuring compliance with data protection laws and GDPR, and making sure all staff understand their responsibilities.  
Build strong relationships with key stakeholders, such as suppliers, local authorities, and community partners.  
Help maintain institutional approval, working with the Director of Operations, Executive Team and managers as needed.  
Ensure compliance with all relevant regulations, including GDPR.  
Work with the Director of Operations to oversee operational systems, policies, and processes, working with the Director of Quality & Student Experience to ensure the Academy's Board of Trustees reviews policies regularly.

**Other Duties**

The duties may change as the Academy's needs change. The post holder may be asked to take on other tasks as needed by their manager or the Executive Team.

**PERSON SPECIFICATION****Essential Experience**

At least 2 years in office management or a similar operational role, ideally in higher education, arts, or the non-profit sector.

Experience in HR administration or management.

Experience managing teams and systems, ideally across multiple locations.

Experience with Health & Safety policies and processes, or a willingness to undergo training.

Experience with budget management and cost control.

**Essential Skills**

Strong leadership and communication skills.

Strong attention to detail.

Confident in decision-making and problem-solving.

Strong IT skills.

Able to manage systems and processes to improve operations.

Adaptable and flexible, able to meet the changing needs of a small, dynamic organisation.

A team player, able to work well with staff, tutors, managers, and students.

Confident and approachable, able to handle sensitive issues discreetly.

**Desirable Experience**

Procurement and contract management.

Event management.

Experience in the arts or education sectors.

**Other Requirements**

Ability to work flexible hours, including evenings or weekends for events like the Graduate Show.

Fluency in spoken and written English.

A DBS check will be required.