

MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Estates Assistant
Reports to	Estates Manager
Grade	N

JOB PURPOSE	
To work as a part of the Estates team to deliver the agreed inspection, servicing and maintenance strategies for all the Marlowe Trust estate, providing a presentable, safe, compliant and welcoming environment for customers, staff and visiting companies.	

PRINCIPAL ACCOUNTABILITIES	
<ul style="list-style-type: none"> • To carry out planned and responsive maintenance tasks as directed by the Estates Manager and Deputy Estates Manager across the estate. • To assist the Estates Manager and Deputy Estates Manager, ensuring all buildings and landscapes are maintained to a high standard. • To stay up to date on all relevant legislation and best practice. Ensuring that all inspections, servicing and maintenance are carried out to deliver an efficient, compliant and reliable estate for customers, staff and visiting companies to use. • To maintain up to date estate wide knowledge and assist the Estates Manager and Deputy Estates Manager with accurate keeping of records. • To assist the Estates Manager and Deputy Estates Manager on agreed processes to accurately record and report faults, maintenance requirements and safety concerns across the estate. • To work and carry out tasks in strict accordance with the Marlowe Trust's Health and Safety policy and any other relevant legislation. • To assist the Estates Manager and Deputy Estates Manager in the responsibility for the security of the Poor Priests' Hospital and Learning Centre, including unlocking and locking up the premises and inducting contractors and visitors as required. 	

- To fulfil the Duty Officers role in the Poor Priest's Hospital and Learning Centre fire Plan and in an emergency act as a point of contact for the emergency services.
- To carry out general caretaker duties including cleaning of the Poor Priests' Hospital and Learning Centre as required.
- To ensure that you, the team and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe Theatre's values.

REQUIRED ATTRIBUTES

Required Qualities	<p>The Marlowe Theatre's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>To live our values, our Estates Assistants should be:</p> <ul style="list-style-type: none"> • A creative thinker and problem solver • A collaborative and proactive team player
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of buildings maintenance and best practice. • Basic understanding of mechanical and electrical processes and compliance relating to building services systems, general building methods and security systems and processes. • Basic knowledge of relevant legislation and regulations relating to Health and Safety requirements
Skills	<ul style="list-style-type: none"> • Good level practical maintenance skills in one or multiple disciplines (electrics, plumbing, decorating and carpentry). • Good troubleshooting and problem-solving skills • Basic IT skills • Basic cleaning skills
Experience	<ul style="list-style-type: none"> • Good level of experience in using a broad range of hand and power tools. • Basic level of experience in estate maintenance and services management inc. mechanical and electrical systems, planned maintenance, testing and inspection programs.

	<ul style="list-style-type: none"> Basic level of decorating, carpentry, plumbing or electrical experience
Qualifications	<ul style="list-style-type: none"> Full driving license (desirable) IOSH Working Safely (or willing to obtain in post)

JOB DIMENSIONS	
Annual budgetary amounts	0
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0
Any other relevant statistics/information	Is a keyholder (PPH only) DBS check required (obtained in post) A degree of lone working is expected for this role

WORKING ENVIRONMENT	
<p>Must be able to fulfil the physical demands of the post. Some working at height Some working in confined spaces Some working outdoors Some working in high-noise environments Some work with controlled substances Potential for evening, overnight and weekend working.</p> <p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe Trust's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>	

ORGANISATION CHART	
See attached	

September 2025