Apprentice – Facilities Assistant

Sir John Soane (1753-1837) was one of Britain’s most influential architects. Soane's house in Lincoln's Inn Fields has been a public museum since the early 19th century and it displays his collection of antiquities, furniture, sculptures, architectural models, paintings, as well as over 30,000 architectural drawings.

In 1833 Soane negotiated an Act of Parliament to settle and preserve the house and collection for the benefit of ‘amateurs and students’ in architecture, painting and sculpture. The overarching aim of the Museum is to maintain the integrity of Soane’s vision by ensuring the Museum can play an increasing role in educational and recreational life in the UK and beyond through enabling the public to explore and engage with its collection, the built environment and the history of art.

The Role

An opportunity has become available to assist the House & Facilities Manager at Sir John Soane’s Museum with the day-to-day maintenance of the three Grade I listed buildings and ensuring their safe operation.

The aim of this role is to support the House & Facilities Manager in the day to day running of an historic building and in establishing accessible information and maintenance of records. The Facilities Apprentice will work closely with the House & Facilities Manager to achieve this and to review procedures.

This will be a brilliant opportunity to gain an introduction to and experience of house management which can lead to careers in Facilities Management, Museum Operations, Historic House management and other relevant roles.

The apprentice will learn how different departments work in the museum, working closely with Conservation, Exhibitions and Visitor Services.

The apprentice will:

•     Learn about the building, its services and operation

•     Assist with regular roof and interior health & safety checks and fire safety equipment checks – the role does require an appropriate level of physical fitness

•     Attend meetings with the museum’s architect, Conservation Dept. and maintenance contractor

•     Accompany contractors/suppliers while they are on site

•     Respond to alarm activations with the Facilities Manager

•     Help with routine maintenance such as changing light bulbs, watering plants, clearing drains

•     Work with contracted cleaners and security guards

•     Assist with deliveries in general and with the running of the museum’s off-site stores

•     Support the House & Facilities Manager in organising and running H&S and fire safety training sessions

•     Help ensure safe access for disabled visitors

•     Assist in keeping all records up to date

Entry requirements

You must have achieved a minimum of grade C/4 in GCSE maths and English

Desirable: Practical subject, Design & Technology

Skills required

* Good standard of English
* To be comfortable with Microsoft Office packages
* To be literate and numerate with good communication skills

Personal qualities

* To have a practical and hands-on approach
* To be friendly and demonstrate an ability to work co-operatively with others
* Problem solving skills
* An ability to work well when following specific instructions
* An ability to be flexible and respond to the unexpected
* Reliability
* Keen to learn
* Have an interest in History
* A level of physical fitness as the houses of the Museum are fours storeys high and contain a large number of stairs

Training to be Provided

* Facilities Services Operative Intermediate Apprenticeship (Level 2)
* Functional Skills if needed
* Personal learning and thinking skills
* Employment rights and responsibilities

Things to consider

To be physically fit and able to work at height – on ladders & roof Manual handling training will be given If you are successful in securing an interview, you are likely to be required to attend a pre-interview or course at the college. You must be 18 years old at the start date of the apprentice. You must have work authorisation for the UK. Working hours: Monday to Friday. Occasional weekend attendance may be required Standard working time is 9am to 4pm with the possibility to go up to 9am to 5pm later. Earlier start or late finish may be required

Future Prospects

The candidate will have the possibility of applying at the end of their apprenticeship to Facilities Departments of other Museums or in other UK listed buildings from historic houses and castles to prehistoric, roman and ecclesiastical sites

Salary:
£ 270 per week

Working Week:
Monday- Friday 9am-4pm

Duration:
15 Months

Apprenticeship Standard:
Facilities services operative (Level 2)

Losing Date for Applications : 27 February 2022