

# Sotheby's INSTITUTE OF ART

## **ROLE DESCRIPTION**

**Position:** Facilities Manager  
**Location:** Sotheby's Institute of Art, Bedford Square, London  
**Reports To:** Senior Facilities Manager  
**Contract:** Permanent  
**Role:** 35 hours per week (1.0 FTE)  
**Salary:** £35,000 - £38,000

### **BrandEd**

BrandEd partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. The BrandEd portfolio currently includes Sotheby's Institute of Art, The School of The New York Times, Vogue College of Fashion and Manchester City Sports Business School. Our academic programs range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

### **About Us**

Established in 1969, Sotheby's Institute of Art is now among the world's leading specialist higher education institutions, offering programmes for professionals, pre-college audiences and postgraduate students seeking careers in art business and an understanding of the global art economy.

In London the Institute is situated in Bedford Square, the best-preserved Georgian square in London with a private central garden. The London Institute is part of the 'larger academy' of Bedford Square, with the University of London and the British Museum in the neighbouring square.

### **Job Purpose**

This role supports the Senior Facilities Manager to ensure high standards of health and safety and a clean and efficient working environment for students and staff. This includes building maintenance, security, cleaning, understanding classroom scheduling, room set-ups, assisting with events and the front of house support.

This role will be the first point of contact alongside other members of the facilities and front of house team in relation to the day-to-day running of the building. This includes but is not limited to the management of services (for example, stationary, external storage, postage or catering requirements) and liaising with suppliers.

### **Key Duties & Responsibilities**

#### **Building Operations**

- Carry out routine regulatory checks and testing including fire alarms, emergency lights, fire exits etc.
- Support the Senior Facilities Manager with necessary H&S training for staff and maintaining training records
- Identify maintenance issues and either fix or organise for an appropriate contractor to do so.
- Ensure that the general fabric of the building is well maintained and is Health and Safety compliant
- Assist with site security and closing/opening of buildings when needed
- Ensuring all deliveries including cleaning consumables, stationery and other items are received and stored in a timely manner and moved to the correct location within the building
- Ensuring that all storage areas are kept neat and tidy and in good order
- Follow building procedures ensuring emergency exits and routes are clear, clean and in good presentation
- Maintaining the general security of the building
- Move boxes and supplies around the building
- To act as deputy when Senior Facilities Manager is absent

### **Front of House**

- Cover reception over lunch and for a couple of hours at the end of the day
- Welcome visitors to the Institute and direct them to the appropriate department
- Reception duties and support for students, staff and external guests
- Deal promptly and courteously with enquiries from staff, students, and visitors
- Handle and distribute telephone and email enquiries
- Deal with incoming and outgoing daily mail

### **Events and Room Allocation**

- Assisting in the scheduling and, delivery of all events including meetings, receptions, open days, graduation and student induction
- Setting out and clearing away catering equipment, including laying out food/refreshments, preparing tea and coffee for some internal meetings
- Management of room changes / additional requests
- Room set-up – moving chairs, tables and desks as required

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post, within the small facilities team.

### **Essential Criteria / Skills and Experience**

- IOSH qualified or working towards
- Experience of working in a facilities role and managing H & S records
- Willing to work flexible hours to support events and cover for colleagues
- Experience of working in a busy customer-focused environment
- Punctual, responsible, self-motivated and adaptable
- Proactive, positive and enthusiastic approach to work and using own initiative
- Professional and friendly approach with colleagues, students and visitors

- Strong communication skills – written, verbal and interpersonal
- IT skills - proficient use of Outlook, Word, Excel
- An appropriate level of physical fitness for walking, lifting, pushing, and using stairs daily and frequently. Please note that this building requires the postholder to be able to work across 2 buildings and 4 floors and there are no lifts due to its listed status.

### **Application Process**

Please submit your CV and a covering letter demonstrating your interest in this position and how you meet the person specification to: [ukvacancies@branded-edu.com](mailto:ukvacancies@branded-edu.com). The closing date for applications is **Friday 7 March 2025**.

Benefits of working for Sotheby's Institute of Art include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 24/7 access to an Employee Assistance Programme
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive and high-quality e-learning platform