

JOB INFORMATION & JOB DESCRIPTION

JOB TITLE	Caretaker	Date: April 2026
PURPOSE OF JOB		
<p>Responsible for planned, preventative and responsive maintenance throughout the Embassy Theatre Skegness and the surrounding grounds, ensuring a safe and welcoming environment to one of the most cherished and enjoyed venues within the area.</p> <p>Delivery of high-quality services in accordance with Magna Vitae’s mission, vision and core values as detailed in the company’s business plan.</p>		
Hours of Work:	25 hours per week, including weekends and occasional evenings & bank holidays. Week by week working arrangements will be in accordance with business requirements and by arrangement with the Theatre Manager, subject to your right not to work more than 48 hours per week unless by agreement.	
Responsible to:	Theatre Manager	
Team Relationships:	Part of a small operational team at the Embassy Theatre, with neighboring wider Magna Vitae colleagues and visiting touring crews.	
Main terms & conditions of employment:	£17,766.70 per year (£13.63 per hour). You will also benefit from some of the best terms and conditions in the leisure & culture field, including voluntary membership of a company pension scheme plus free use of Magna Vitae’s fitness suites and swimming pools. 20 days’ annual leave pro rata (increasing to 25 days’ annual leave after 3 years of service).	
Special Requirements:	<p><u>EQUALITY & DIVERSITY:</u> The post holder is required to carry out their duties in a way that supports Magna Vitae’s Equality & Diversity Strategy.</p> <p><u>HEALTH & SAFETY:</u> The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae’s Health and Safety Policy & Commitment Statement.</p> <p><u>SAFEGUARDING CHILDREN & ADULTS:</u> Magna Vitae has a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the Safeguarding Policy.</p>	
Work Location:	The Embassy Theatre, Grand Parade Skegness. PE25 2UG	
Type of Contract:	Permanent Part Time (subject to a successful 6 probationary period of up to 6 months)	

The activities described below may vary from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in a priority order.

KEY ROLE DELIVERABLES

The objective of the post is to maintain all areas of the Theatre building, operated by Magna Vitae Trust for Leisure and Culture, to a high standard of repair, cleanliness and hygiene; supporting operational teams to create a welcoming and pleasant environment.

The role can be physically demanding; manual handling training and COSHH guidance will be provided.

The principle responsibilities can be summarised as follows:

- To proactively maintain all areas of the Theatre building.
- To carry out minor repairs and be point-of-contact liaison with council appointed external contractors for specialist routine and remedial works.
- To be a keyholder for the building with routine Duty responsibility for opening and closing as required.
- To be responsible for carrying out a routine schedule of daily, weekly, monthly building safety and security checks/monitoring which require subsequent completion of reporting paperwork – some computer-based. Eg. Water Temperature Checks, Fire Alarm Testing, Ladder Checks
- To work effectively to achieve all venue maintenance requirements - supporting operational teams where required to ensure delivery of all events to a high standard.
- To be fully conversant with emergency & evacuation procedures, ensuring that all duties are carried out in accordance with all safe working practices.
- To form part of the out-of-hours on-call team on a rota'd basis.
- To act as head lessee and ensure good relations with adjacent businesses under shared premises/access routes.
- To work closely with the wider team to acquire an understanding of the needs of the building and all products and equipment used, to maintain the required standard, including compliance with relevant Health and Safety requirements.
- To actively take part in routine Health and Safety monitoring and cleaning audits within the venue, performing regular reviews of work area specific risk assessments and participating in the development and updating of operating procedures.
- Perform duties in line with health and safety regulations including keeping and updating inventories and risk assessments.
- To report any hazardous occurrences or near-misses and take appropriate action
- To ensure pest control measures are strictly observed, clean low-level windows and doors, litter pick and weed exterior perimeters and where required grit paths around the venue during inclement weather.

- To receive and store away any deliveries that arrive and assist the wider team with venue re-sets in readiness for the day ahead.
- To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Bank Holidays.
- To attend staff and wider team meetings as required.
- To comply with Health and Safety legislation and the Embassy Theatre Health and Safety Policy in order to ensure a safe working environment.
- To undertake such other relevant duties as may be requested from time to time by the venue team of Duty Managers.
- To undertake any other duties of a similar nature and level, as / when required.
- To maintain at all times a good personal image and relationship between Magna Vitae and their customers.

PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

JOB REQUIREMENTS & KEY CRITERIA		Essential/ Desirable
Experience/ Knowledge/ Skills	Previous experience of a similar role	E
	Proven competency and confidence in the use a computer and basic IT systems	D
	Proven competency and confident application of DIY skills	E
	Local knowledge of the immediate resort area and it's amenities.	D
Qualifications/ Training	First Aid trained	D
	Hold a Full Clean Driving License	D
	IOSH Qualified	D
	SIA Trained / registered	D
	IPAF Trained/qualified	D
Personal Qualities	Excellent team player, with a pro-active approach.	E
	A willingness to undertake further training relevant to the position.	E

	Demonstrate a good level of physical capability in day-to -day tasks	E
	To be an ambassador of the venue	E
	Ability to work in a self-motivated way - under pressure and to tight deadlines	E
	Good verbal communicator	E

FURTHER INFORMATION ABOUT MAGNA VITAE

Our Purpose	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
Our Vision	Our VISION is to improve the wellbeing of our community, enabling people to live great lives.
Our Values	<ul style="list-style-type: none"> • We are in this together • We embrace change • We are always learning • We celebrate differences
Benefits of working for Magna Vitae	<p>As a new company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a generous employer pension scheme. We look forward to receiving your application.</p>