



Facilities & Technical Support Officer

Facilities & Technical Support Officer

Job Title	Facilities & Technical Support Officer
Responsible to	Facilities Manager and Technical Manager
Location	CAPA College, Mulberry Way, Wakefield, WF1 2QN
Grade	Grade 6, SCP 12-18 (FTE £28,598-£31,537)
Contract	Part-time (22.5 hours per week, annualised), Full Year, Permanent
Working Pattern	This role has a flexible working pattern designed to support the operational needs of CAPA College across the full year. Regular weekend working is an essential requirement of the post, with the usual term-time pattern expected to include Saturdays approximately 9.30am-6.15pm and Sundays approximately 9.00am-4.30pm. Remaining contracted hours will be worked flexibly across weekdays, evenings, weekends and College closure periods according to operational requirements. As an annualised-hours role, working hours may vary across the year to reflect the College calendar and periods of differing activity, including performances, events, external hires, youth provision, maintenance activity and other College operations. The precise working pattern will be agreed with the successful candidate and will require flexibility from both the College and postholder.
Start Date	October 2026 (or as soon as possible after this date)
Closing Date	Sunday 13 th September 2026
Interview Date	Week Commencing 21 st September 2026

Overall Purpose of the Post

The Facilities & Technical Support Officer will play an important role in ensuring that CAPA College remains safe, secure, welcoming, well maintained and fully operational throughout its extended provision, including evenings and weekends.

Working across both the Facilities and Technical departments, the postholder will provide practical, responsive support for the College building, specialist arts spaces, technical equipment and resources, performances, events, youth provision and external hires.

The postholder will take particular responsibility for supporting the safe and effective operation of the College during periods outside the core college day, acting as a visible and responsible member of staff for students, staff, visitors, hirers and contractors.

This is a varied, hands-on role suited to someone who enjoys practical problem-solving, takes pride in maintaining outstanding environments and is equally comfortable preparing a performance space, undertaking minor maintenance, supporting technical equipment, welcoming a building hirer or responding calmly and effectively to an unexpected issue.



The role requires a flexible, proactive and collaborative approach, with the postholder working closely with the Facilities Manager, Technical Manager and wider CAPA College team.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



About Us

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year, students from across Yorkshire and beyond come to our corner of Wakefield to pursue their ambitions in the creative industries.

CAPA College provides students with intensive, full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study, students aged 16-19 develop exceptional creative, academic and transferable skills, extensive performance and production experience, and the confidence to progress to leading universities, conservatoires, apprenticeships and professional creative careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV Making; and Production Arts: Technical and Creative Theatre.

Since opening as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Exceptional' in all areas (April 2026).
- 100% pass rate across A Level, UAL Extended Diploma and UAL EPQ in 2026.
- 90% of students achieved Distinction in the UAL Extended Diploma in 2026.
- Outstanding student progress and consistently exceptional outcomes.
- Graduates progress to leading drama schools, conservatoires and universities including RADA, LAMDA, ArtsEd, Rambert School, Royal Central and many more.
- Students also progress directly into apprenticeships and professional work across theatre, cruise ships, television, film and the wider creative industries.
- Awards and recognition from organisations including the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK and the Sixth Form Colleges Association.
- Highly oversubscribed, with applications significantly exceeding the number of available places.
- The only non-fee-paying specialist Creative and Performing Arts College of its kind in Yorkshire and the North East.

This is an exciting opportunity to join our award-winning team as CAPA College enters its next chapter and approaches its 20th anniversary in 2027.

Would you like to be part of a College that is ambitious, creative, inclusive and committed to excellence? If you are practical, proactive and take pride in making things work brilliantly, we would love to hear from you.

Job Role Details

Facilities, Building & Site Operations

- Support the safe, effective and efficient day-to-day operation of the College building, grounds and facilities.
- Work alongside the Facilities Manager to maintain the College's high-quality specialist arts and education environment.
- Undertake opening, closing and securing of the College site as required, including evenings and weekends.
- Act as a keyholder and responsible site presence during designated periods of extended opening.
- Undertake regular checks of the building, teaching spaces, furniture, fixtures and equipment, identifying and reporting defects or concerns promptly.
- Undertake minor repairs, maintenance and practical tasks within the competence of the postholder.
- Ensure internal and external areas remain safe, clean, organised and presentable, including litter removal and seasonal requirements such as gritting and snow clearance.
- Prepare classrooms, rehearsal studios, performance spaces, meeting rooms and other facilities for teaching, rehearsals, performances, events and external users.
- Maintain clean, safe and well-organised workshops, stores and equipment areas.
- Support planned preventative maintenance and College improvement works.
- Receive and support contractors and suppliers working on site, ensuring appropriate site procedures are followed.
- Assist with deliveries and the movement of equipment, furniture and resources as required.

Technical & Creative Resources

- Work alongside the Technical Manager and wider Technical team to support CAPA College's extensive creative and performance provision.
- Prepare, set up, move and clear technical and creative equipment for lessons, rehearsals, performances, productions, examinations, events and external activities.
- Support the preparation and reset of theatres, studios, rehearsal rooms and specialist creative spaces.
- Support the management, maintenance and organisation of technical and creative resources and equipment.
- Coordinate equipment loans, bookings, returns and storage as required.
- Undertake routine equipment checks and basic maintenance within the postholder's competence and training, escalating faults appropriately.
- Ensure equipment and resources are stored safely, securely and efficiently.
- Support staff, students, visiting artists and external users in the safe and appropriate use of College equipment and facilities.
- Assist with practical get-ins, get-outs and room/venue turnarounds for performances and events.
- Develop knowledge of the College's specialist facilities and equipment through appropriate training and professional development.

Evening, Weekend, Events & Building Hire Support

- Support the smooth operation of CAPA College's extensive evening and weekend programme, including youth arts provision, performances, events, rehearsals and external hires.
- Provide a welcoming and professional point of contact for staff, students, parents/carers, visitors, contractors and building users.
- Ensure spaces are appropriately prepared, accessible and ready for use.
- Support external hirers with access to the building and facilities in accordance with agreed arrangements.
- Monitor the appropriate use of College spaces and resources during designated periods.
- Undertake building checks throughout periods of extended opening and respond appropriately to facilities, security or technical issues.
- Ensure the building is appropriately cleared, reset and secured following activities.
- Escalate significant incidents, defects or concerns in accordance with College procedures.

Health, Safety & Security

- Support the College in maintaining a safe environment and complying with relevant Health & Safety legislation, Trust policies and College procedures.
- Undertake routine health, safety and premises inspections as directed.
- Assist with PAT testing, equipment checks and planned maintenance schedules where appropriately trained.
- Support fire safety arrangements, including alarm testing, emergency procedures, evacuation arrangements and drills.
- Undertake Fire Marshal and other emergency responsibilities where required and appropriately trained.
- Operate College security systems including alarms, CCTV, access control and key management in accordance with College procedures.
- Undertake locking, unlocking and keyholder responsibilities.
- Identify hazards and take appropriate immediate action to make areas safe, reporting and escalating concerns promptly.
- Maintain appropriate security and safeguarding arrangements when the building is occupied outside normal College hours.

Administration, Resources & Asset Management

- Maintain accurate records relating to maintenance, repairs, inspections, servicing and equipment checks.
- Support the maintenance of College asset registers and inventory systems.
- Record faults, maintenance requests and completed works using College systems.
- Support stock control and ordering of facilities and technical supplies.
- Receive, check and appropriately store deliveries.
- Maintain relevant Health & Safety and compliance documentation as required.
- Contribute to effective forward planning for events, performances, building hires and maintenance requirements.

Working Together

- Build positive and effective working relationships with the Facilities Manager, Technical Manager and wider College team.
- Communicate clearly regarding outstanding work, faults, incidents and actions required.
- Take responsibility for allocated tasks while recognising when issues require escalation.
- Demonstrate initiative and practical problem-solving while working within College procedures and agreed responsibilities.
- Contribute positively to the continuous improvement of CAPA College's facilities, resources and working environment.

Professional Responsibilities

- Consistently demonstrate high standards of professional conduct and act as a positive representative of CAPA College and Enhance Academy Trust.
- Provide excellent customer service in all contact with students, parents/carers, visitors, hirers, contractors, suppliers and external organisations.
- Promote and uphold CAPA College's values, culture and expectations.
- Comply with all College and Trust policies, including those relating to safeguarding, Health & Safety, equality, confidentiality, data protection and professional conduct.
- Maintain appropriate confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare of children and young people and follow all Child Protection procedures.
- Take reasonable care for their own health, safety and welfare and that of others who may be affected by their actions.
- Participate in appropriate induction, training and continuing professional development.
- Undertake other duties commensurate with the grade and nature of the post as reasonably directed by the Facilities Manager, Technical Manager or Principal.

In return, we will offer you:

- An opportunity to make your mark in an exceptional, ambitious and highly creative specialist Arts College.
- A professional, friendly and supportive team.
- A personalised approach to continuing professional development.
- A College with a clear vision, outstanding outcomes and student welfare and development at the heart of its ethos.
- Automatic enrolment into a Private Health and Wellbeing Package.
- Automatic enrolment into the Local Government Pension Scheme.

For further information, please visit www.capacollege.co.uk or email recruitment@capacollege.co.uk.

Application forms can be downloaded from our website and returned with a covering letter by email to recruitment@capacollege.co.uk or by post to CAPA College, Mulberry Way, Wakefield, WF1 2QN.

Closing Date: Sunday 13th September 2026

Person Specification

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who is practical, reliable, proactive and flexible, with the confidence to take responsibility for the safe and effective operation of a busy specialist arts building. The successful candidate does not need to arrive with specialist expertise in every aspect of both facilities and technical theatre: strong practical aptitude, sound judgement, willingness to learn and a calm, solutions-focused approach are particularly important.

	Essential	Desirable
Qualifications / Training		
Level 2 (GCSE Grade C/4 or above) Numeracy and Literacy	Y	
Level 2 or above in a related technical / facilities field		Y
Relevant H&S training / CPD (e.g. PAT testing, fire safety, first aid)		Y
Knowledge & Skills		
Good practical maintenance skills and practical aptitude	Y	
Good awareness of Health & Safety and willingness to undertake relevant training	Y	
Ability to troubleshoot and solve practical problems	Y	
Good planning, organisation and prioritisation skills	Y	
Excellent communication and customer service skills	Y	
Competent with ICT and digital systems	Y	
Ability to work independently, use initiative and know when to escalate	Y	
Ability to remain calm and respond appropriately when unexpected issues arise	Y	
Experience		
Experience within facilities, site management, technical support, maintenance or another relevant practical environment	Y	
Experience managing equipment / resources and carrying out practical repairs or maintenance	Y	
Experience working with Health & Safety procedures and policies	Y	
Experience using Microsoft Office and digital systems	Y	
Experience working within education and/or arts facilities		Y
Experience supporting building hires, events, performances or productions		Y
Personal Attributes		
Reliable, punctual and able to take responsibility for agreed opening, closing and site duties	Y	
Flexible and willing to work the required weekend, evening and extended-hours pattern	Y	
Able to relate positively and professionally to young people and adults	Y	
Works constructively as part of a team and understands professional boundaries, roles and responsibilities	Y	
Proactive, practical and solutions-focused, with pride in maintaining high standards	Y	
Willing to identify own training and development needs and engage positively with learning opportunities	Y	

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced DBS disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required.

Employment checks include evidence of entitlement to work in the UK, essential qualifications, two satisfactory references, an Enhanced DBS Check, a Children's Barred List Check and confirmation of medical fitness for employment.