



Job Title **Venue Services Operative**

Reporting To **Circuit Manager**

Department **Venue Services**

Hours **40 hours per week**

Job Purpose

As part of the Venue Services Team, you will ensure that the venue and facilities are maintained to the highest standards and fully functional at all times. Duties include both indoor and outdoor work as directed.

Role Responsibilities

- Ensuring compliance with Health & Safety standards
- Assisting with event set up and venue preparation
- Assisting with the break down for all events
- Ensuring the race track is maintained to safety and quality standards, presentable and operational. Undertaking routine maintenance and repair work of the venue.
- Working weekend events and willing to work additional and at times, long and unsociable hours, as per the Venue Team rota
- Reporting hazards and accidents quickly and correctly

Team Standards & Responsibilities

- Maintaining a safe working environment at all times
- Being punctual and presentable
- Conscientiously completing all tasks to a high standard and within agreed time frames
- Upholding the professional image and culture of the Silverstone Team at all times
- Making decisions using own initiative whilst conforming to company Health & Safety policy
- Supporting the Silverstone team to deliver high standard customer experience and service

Key Relationships

- Responsible to the Circuit Manager
- Direct relationship with the Venue Team
- All internal departments
- External contractors and customers

Knowledge, Skills & Qualifications

- Experience within a similar role or groundwork background desirable.
- Knowledge of Health & Safety practices

Silverstone Circuits Ltd

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom
+44 (0)844 3728 200 info@silverstone.co.uk www.silverstone.co.uk
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



- Understanding of risk assessment procedures
- Experience of manual handling tasks
- Clean driving licence
- Experience operating forklift/telehandler/MEWP/180 or 360 excavators (desirable)
- Class C /towing entitlement (desirable)
- Positive work ethic, a team player, self-motivated and proactive
- Ability to work alone or as part of a team.
- Committed to providing great customer service
- Good communication skills

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