

TRINITY LABAN

Facilities Coordinator Full-Time

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Facilities Coordinator

Contract: Full Time, permanent

Salary: £35,064 to £41,433 p.a. (Including LWA)

We are looking to appoint a responsive and articulate individual to coordinate and lead the Facilities Team to enable a fully efficient and effective service providing a range of facilities from cleaning and general maintenance through portering and room setting to health & safety and security.

The successful candidate will be responsible for allocating and supervising the day-to-day work of a team of Facilities Officers across all buildings. As well as the supervisory aspect of the role, a hands-on approach is required to promote team-working and develop the enthusiasm to achieve the objectives that are paramount to the daily well-being of the people, buildings and amenities of the Trinity Laban.

Working a 35-hour working week, you will control the day-to-day work and services relating to the department, both individually and by use of the Facilities Management systems and software. The ability to work out of hours and weekends from time to time and a good level of fitness is also required.

Your IT skills will be essential such as your use and experience of databases, including basic analysis and report writing. You will have an aptitude for IT systems – to use the Building Management System, to co-ordinate and administer our door and access control system.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: 23:59 hours BST, 3rd April 2025 (No Agencies)

Interview Date: 17th April 2025

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

Job Description

Post:	Facilities Coordinator
Department:	Estates & Facilities
Reporting to:	Estates Manager
Grade:	6
Contract:	Full Time
Line management:	Facilities Officers x 10

PURPOSE OF ROLE:

To co-ordinate and manage the day to day delivery of an exemplary facilities service for all sites across Trinity Laban.

- Responsible to the Estates Manager for all technical aspects and managerial and house-keeping aspects of the role.
- To liaise with and undertake work and projects as required by the Estates Manager for those aspects under their responsibility.
- The Facilities Coordinator's role is to set a clear example to the team in dealings with customers and colleagues; to promote a collective responsibility and personally uphold the highest standards of behaviour and actions that reflect and support the values of the Conservatoire.
- Normal working hours are Monday to Friday 09.00 to 17.00. Working hours may vary from time to time, to include early morning, evening or weekend working, according to the needs of the job.
- The Post holder may be called upon from time to time to assist at any of the Conservatoire's sites, for any duration commensurate with the scope and grade of the current post.

Main duties

Facilities / Technical Management

- Manage the Help Desk facility on behalf of the Estates Manager; co-ordinate and act on routine requests for maintenance and other requirements, referring to Head of Estates and Facilities and Estates Manager as required.

- Undertake specific jobs or projects as allocated or arranged by the Estates Manager as required.
- Provide administrative support to the Estates Manager, including inputs to reports, data compilation and analysis.
- Assist in the planning and implementation of internal moves; obtain quotations, liaise with Staff and co-ordinate Facilities involvement.
- Use the computerised finance system (Agresso) to place purchase orders for goods and services as required and to action goods received notes.
- Assist with the covering of shift patterns to cover staff annual leave
- Assist with day to day tasks assisting the team with maintenance tasks
- To arrange the facilities team rota and shift pattern. This includes organising cover for annual leave ensuring all shifts are covered.
- To organise and arrange workshops to adequately suit the needs of the teams. Workshops are to be kept clean, organised and compliant with health and safety .

Estates and Facilities Services Management

- Act as supervisor to the Facilities team; plan and manage the day to day work of the Facilities team to ensure that the daily and periodic work schedules are carried out effectively and efficiently within allocated budgets. Facilities duties include, but are not limited to:
 - Planned and Reactive Maintenance
 - Room setting and Portering
 - Postal Services, Goods Receipt and despatch
 - Security, Cleaning and Hygiene
 - General routine Maintenance and Health and Safety Matters
- Review the work schedules for the Facilities team and update as necessary.
- Carry out, or cause to be carried out a regular programme of inspections of the buildings and grounds to ensure that:
 - Cleaning and hygiene standards are maintained
 - Building and grounds defects and hazards are identified and dealt with.
 - Health and Safety issues are identified and dealt with
- Ensure that all minor defects, faults and hazards that fall within the capabilities of the Facilities team are rectified or recorded, prioritised and programmed for action and that all other faults are reported immediately to the Estates Manager, Head of Estates and Facilities or, in their absence, the appropriate contractor for attention.
- Maintain a proactive hands-on approach to the provision of Facilities duties where necessary and applicable.

- Monitor the performance of Facilities staff and contractors.
- Arrange regular tool box talks and provide guidance and advice in order to aid the personal development of the team.

Health and Safety / Licensing / First Aid / Evacuation

- In conjunction with the Estates Manager, ensure that Trinity Laban's Health and Safety policies and procedures are properly and fully complied with and that all work by and within the Unit is carried out in accordance with good Health and Safety practices.
- Coordinate all routine health and safety matters reported or noted and ensure that they are rectified or recorded promptly, prioritised and actioned and / or submitted to the relevant manager for action.
- Carry out Risk Assessments, spot checks and on-site contractor supervision as required or requested by the Estates Manager.
- Ensure that in setting out functions held under the Licensing Act (2003), the statutory and defined parameters of the licence are complied with.
- Check the Fire Alarm panel daily for faults and resolve any problems immediately with the Estates Manager.
- Ensure that weekly fire alarm tests and periodic building evacuation exercises are carried out and recorded in accordance with the Health and Safety policy; after reference to the Estates Manager take any follow-up action necessary through the external monitoring service, the Foundation for the ORNC and/or Fire Alarm contractor as necessary.
- In the event of Fire Alarm activation during working hours, to be point of contact with the Fire Service and to brief and/or escort them on arrival.
- Make sure Facilities Team carry out weekly L8 Flushing tasks on all sites and all is recorded.
- Make sure monthly L8 water temp checks are completed by team on all sites and recorded.
- Overseeing monthly Emergency lighting testing on all sites and recorded.
- Make sure all ladders are tagged on all sites and records are keep up to date.
- Check PASMA mobile towers are Scaff tagged, in good condition and signed after each use.
- Be First Aid trained, deal with any first aid matters and liaise with emergency services; ensure that all accidents, incidents or "near misses" are properly recorded and that first aid supplies and boxes are maintained to adequate levels.

- Ensure all PAT testing is carried out across all sites. Database is to be kept up to date and available when requested by the Estates Manager.

Security

- Oversee the day to day contracted security service; supplement with Facilities personnel if necessary and ensure that the work is carried out effectively and recorded promptly.
- Ensure that all security matters and incidents are recorded and dealt with promptly and effectively, reporting major incidents or concerns immediately to the Estates Manager and Head of Estates and Facilities.
- Assist the Estates Manager to investigate incidents as required.
- Be responsible for the security of all master and duplicate keys held on charge; ensure that the register of keys is maintained and that keys are signed out/in by properly authorised persons.

Parking

Manage Parking arrangements for staff, visitors and contractors

Other

- Liaise with approved suppliers and authorise via purchase orders, the acquisition of goods and services necessary for the day to day operation of the Conservatoire.
- Assist with and monitor the Conservatoire's recycling and sustainability programme(s).
- To be a key holder and be on call out of hours in case of emergencies, including as part of the Disaster Recovery / Business Continuity Plan.
- To dress appropriate to the requirements and tasks of the post (PPE is provided), and to wear corporate dress when on duty (To be implemented in 2014).
- Undertake any other duties as may reasonably be requested by Managers, staff or students from time to time.

The Postholder must:

- *Adhere to all policies and procedures relating to Health and Safety in the workplace.*
- *At all times be committed to Trinity Laban's Equality, Diversity and Access Policy.*
- *Adhere to all policies and procedures relating to Health and Safety in the workplace.*
- *Act as fire warden for the areas delegated.*

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.

If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

Conservatoire Values:

All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

Facilities Coordinator Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	Good educational qualifications (GCSE) or equivalent in Maths and English	Essential	Application
	Holder of full driving licence and willing to drive TL vehicles as required	Essential	Application
	Member of or working towards a relevant Facilities qualification such as BIFM or similar	Desirable	Application
	City & Guilds NVQ minimum level 2 in mechanical or electrical discipline	Desirable	Application
Experience	Proven experience of effective and proactive supervisory involvement in Estates or Facilities Management or a similar environment	Essential	App/Interview
	Budget allocation and monitoring	Desirable	App/Interview
	Up-to-date supervisory experience of health and safety and Equalities Act compliance	Essential	App/Interview
	Mechanical / electrical / building maintenance management or supervision	Essential	App/Interview
	Working with buildings with ancient monument / listed status	Desirable	App/Interview
	Health and safety management within an educational / arts establishment	Desirable	App/Interview
	Facilities management within the educational / arts sector	Desirable	App/Interview

Knowledge / Understanding	<i>Knowledge of Building Management Systems</i>	<i>Essential</i>	<i>Interview</i>
	<i>Understanding of the nature and requirements of working in the Higher Education sector</i>	<i>Desirable</i>	<i>Interview</i>
Skills and Abilities	<i>Possess good interpersonal, organisational and task planning skills</i>	<i>Essential</i>	<i>Interview</i>
	<i>Problem solving skills and an eye for detail</i>	<i>Essential</i>	<i>Interview</i>
	<i>IT literate (Microsoft Office - Word / Excel) together Outlook and Accounting System skills</i>	<i>Essential</i>	<i>Application</i>
	<i>Good oral and written communication skills</i>	<i>Essential</i>	<i>App/Interview</i>
	<i>Ability to produce reports and interpret data</i>	<i>Essential</i>	<i>App/Interview</i>
	<i>Using/inputting into a database - ability to produce and analyse data</i>	<i>Desirable</i>	<i>App/Interview</i>
Personal Qualities	<i>Positive attitude, confident to make decisions and work under pressure to achieve deadlines</i>	<i>Essential</i>	<i>Interview</i>
	<i>Professional character with honesty, integrity, diplomacy and common-sense attributes</i>	<i>Essential</i>	<i>Interview</i>
	<i>Flexible and self-motivated, able to work on own initiative and as part of a team with enthusiasm and commitment</i>	<i>Essential</i>	<i>Interview</i>
	<i>Able and willing to attend site(s) as and when needed out of normal working hours, including participation in an emergency call out rota</i>	<i>Essential</i>	<i>Interview</i>
	<i>Able and willing to be a First Aid qualified person</i>	<i>Essential</i>	<i>Interview</i>
Special Working Requirements	<i>Willing to work in a Shift/rota system when it is needed</i>	<i>Essential</i>	<i>Application/ Interview</i>

Conditions of Service Summary & Staff Benefits

Contract:	<i>Full-time, Permanent, commencing subject to a 6-month probationary period.</i>
Hours:	<i>35 hours per week (1.0 FTE), usually from 09.00 to 17.00 Monday to Friday, (with a daily lunch break of one hour). Working hours may vary from time to time, to include early morning, evening or weekend working for which time off in lieu will be given or overtime paid.</i>
Location:	<i>You will be required to work across Trinity Laban at: King Charles Court, the Old Royal Naval College; Blackheath Halls, Lee Road; Laurie Grove, New Cross; and the Laban building, Creekside.</i>
Salary:	<i>The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29, £35,064 - £41,433 p.a., inclusive of a London Weighting Allowance of £4,259 p.a. Salaries are paid on the last working day of the month into bank or building society accounts.</i>
Holidays:	<i>25 days, in addition to Statutory, Bank and Public Holidays</i>

Sick Pay:	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
Pension Scheme:	<i>The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
Eye Care:	<i>Vouchers for eye tests are available for VDU users.</i>
Health:	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>
Cycle to Work:	<i>A cycle to work scheme is operated</i>
Give as you earn:	<i>A give as you earn scheme is operated.</i>

Information on Trinity Laban

Trinity Laban is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

*We work in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London and regularly perform at its leading venues. **To find out more, visit www.trinitylaban.ac.uk***