



# Facilities Coordinator

## Job Description

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### POSITION OVERVIEW

Department	:	Operations
Contract	:	Full-time; Permanent
Location	:	Bloomsbury, London
Salary	:	£24,000 – £29,000 (depending on experience)
Start date	:	Immediate, but no later than 1 May 2020
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

As the first point of contact you will be responsible for the day-to-day facilities and maintenance of all building-related activities. Ensuring the building is maintained to a high standard, and as a suitable and safe environment for all members and visitors of the College.

### DUTIES AND RESPONSIBILITIES

#### General responsibilities

- Day-to-day upkeep of the building to a high standard and ensuring all space is fit for use, such as teaching and office space.
- First point of contact for, and troubleshooting of, general I.T., including creation of emails and maintenance of email groups, WiFi, phone system, photocopiers, audio visual and support to desktop/laptop users.
- Liaising with the external IT support company, such as coordination of new equipment, active directory management, appropriately escalating issues for timely resolution, and generally working with them to maintain the College IT infrastructure.

- Coordinate and manage emergency and planned maintenance and repairs in a way that ensures all building and equipment in a good and safe condition.
- Management of general services to the premises including utilities, cleaning, sanitary, sundries, flower boxes, waste and recycling, gutter cleaning, security system, heating and cooling system etc.
- Proactive management of contracts, ensuring that all contract SLA's are met, and sourcing of new contractors, including negotiations, reviews and renewals.
- Undertake routine inspections of the premises, including general building, fire and security equipment, lighting, legionella, general risk assessments, conduct emergency evacuation tests, and maintain relevant records.
- Ensure the outsourced servicing of fire and security equipment, annual fire risk assessment, electrical, legionella etc., is maintained in accordance with legislative and insurance terms.
- General administration related to facilities, including reconciling the credit card, approving invoices, ensuring accuracy of records, budget management etc.
- Responsibility for 'non-teaching events' where College premises are being used by either internal members or external parties, ensuring all events are compliant with the relevant College policies.
- Providing training and induction to staff and students on health & safety, facilities and IT related aspects.
- Oversight of fire warden and first aiders and ensuring appropriate provisions.
- Perform the job role to a level that minimises disruptions to teaching and general operations of the premises.

### **Other responsibilities**

- As a secondary keyholder, respond appropriately to out of hours calls from the monitoring company.
- During out of hours events, to be on-call to security and staff on duty, and to escalate to the HR & Operations Manager as required.
- Act as Secretary to the termly College Health and Safety Committee.
- React quickly and efficiently to requests from staff, students and visitors.
- Undertaking other duties as assigned by management and in line with the level of this role.
- Foster a positive work environment with a good team spirit, including the wider support teams.

## PERSON SPECIFICATION

### Required Experience

- Experience in a similar role, essential.
- Experience in a similar role within the education sector, desirable.

### Required Knowledge, Skills and Abilities

- Knowledge of HSE compliance and codes/regulations.
- Ability to conduct/undertake general building repairs and maintenance.
- Willingness to respond to after-hours emergencies.
- Punctual, responsible, self-motivated and flexible.
- Excellent interpersonal and written communication skills; the ability to converse with a diverse range of people at all levels.
- Positive, proactive and enthusiastic attitude.
- Proven ability to manage own workload, flexible response to changing demands and priorities and ability to cope under pressure.
- Demonstrable problem solving and organisational abilities.

### Preferred Education

- Degree or equivalent in relevant field
- Relevant HSE qualification

### Application Process

Applications should be made via this link by 17:00, 31st March 2020. Please reference your application "FC0320". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.