

Job Description

Job Title: Facilities Coordinator

Raised By: Rebecca Johns

Manager's job title: Director

Date: 23.01.2010

A. JOB SUMMARY

To optimise and increase the use and appeal of Emerson College and its spaces in order to enable the college to generate income. To ensure that all bookings for spaces and accommodation are efficiently and accurately recorded and such information is available to other members of staff as required. To oversee the work of the Housekeeper/s to ensure a high standard of cleanliness, preparation and welcome are evident at all times.

Department: Facilities

Reporting to: Director

B. MAIN FUNCTIONS & DUTIES

The main functions and duties of this role are:

- To maintain a transparent and efficient booking system for teaching spaces and accommodation and to create clear information flow for other departments such as finance, catering, maintenance, admin and faculty
- To respond in a timely and professional manner to all enquiries and requests for teaching spaces, accommodation and venue rental
- To implement and manage the cleaning bank.
- To take responsibility for the management and administration of the teaching spaces, student accommodation and community work.
- To work with the Housekeeping staff to ensure that work is undertaken on time and to the required standards
- Working with the Health & Safety consultant, take responsibility for day to day health & safety requirements.
- To manage the work of the Housekeepers to ensure that a high degree of cleanliness, preparation and welcome are evident at all times
- To take responsibility for ordering and buying of all household materials and services within budget
- To occasionally (in the absence of the housekeepers) welcome and administer weekend courses (students and staff), venue rental clients and others
- To coach and encourage students to maintain healthy living and working conditions (including ensuring cleanliness of student houses) in conjunction with the Housekeeper

C. RELATIONSHIPS

Other members of the facilities and catering teams, students, staff, guests, visitors and all members of the Community.

D. CRITICAL SUCCESS FACTORS

Success in this role will be judged by the following key performance indicators:

- Booking systems are up to date
- Information to other departments and individuals is provided in a timely manner
- Operations run smoothly and to the satisfaction of staff, students and visitors.
- Good working relationships are maintained with all members of the college community

E. WORKING CONDITIONS

This post is based at Emerson College.

Hours of work: Part time – to average 18.5 hours per week, worked Monday – Friday. The working pattern is flexible, by agreement with the line manager. The postholder is expected to attend weekly staff meetings. Occasional weekend work will be required for which time off in lieu will be given.

Salary: £22,000 per annum, pro rata

Probation: 6 Months

F. JOB HOLDER ATTRIBUTES

The attributes required for the holder of this role are:

- Excellent interpersonal and communication skills
- Excellent organisation and administrative skills
- Good computer literacy and ability to learn and use new software and databases
- Ability to respond to deadlines and work under pressure
- Demonstrable experience of implementing and maintaining efficient systems
- Excellent customer service skills
- Experience of staff supervision

G. PROVISOS

All employees are expected to:

- Undertake any tasks, which may reasonably be requested from time to time by the company.
- Act with integrity at all times.
- Ensure that principles of equality are embodied into all areas of work.
- Always be responsive to customer priorities.
- Show commitment to personal learning and development.
- Comply with all health & safety and other statutory or regulatory requirements.
- Always act with the best interests of the company in mind.
- Safeguard all company property, confidential information or privileged knowledge relating to work.
- Show a willingness to understand and reflect the aims and values of the College.

Signed by employee:

Signed by Manager:

Print name:

Date: