

TRINITY LABAN

Facilities Officer (Full-Time, Permanent)

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Facilities Officer

Contract: Full-time (Including Weekend), Permanent

Salary: £31,646- £35,391 p.a. (Including LWA)

We are seeking a proactive, responsive and flexible individual to join our Facilities team and contribute to Trinity Labans drive towards excellence.

Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

The Facilities Officer role is a user focused role and as part of the role you will be expected to interact with Trinity Laban Teaching staff and Students. Key responsibilities include; Reactive/planned maintenance, minor plumbing, electrical and decorating work, monitor security of the buildings, distribute post, periodic reception duties and manage the day to day set ups for classes and event when this is requested.

Applicants must have a good level of fitness, the role can be demanding, and you will be required to lift and carry equipment, furniture etc (under controlled conditions) on a regular/daily basis. You will be team orientated with a strong focus on good communication and problem solving. The applicant should have broad set of practical skills that they can use to complete the wide set of jobs tasked to the facilities team. The applicant should have willingness to learn and succeed in the above duties. A working knowledge of health and safety regulations and experience in safe working practice is highly beneficial to the role, as it will compliment many of the day-to-day duties.

Furthermore, a working knowledge or aptitude for IT systems is required, including Outlook, Teams, OneDrive; the ability operate our Access Control System; basic use of the BMS (Building Management System) to adjust and report on room temperatures; to accept and report on maintenance tasks.

You will be required to work 35 hours per week, from Monday to Friday from 07:00 to 22:00 on a monthly shift rota consisting of morning (07:00-15:00), middle (10:00-18:00) and late (14:00-22:00). You will be expected to adhere to the Departmental Dress code by wearing the provided uniform and any Personal Protective work clothing needed in the performance of the duties.

Advert inclusion

Trinity Laban welcomes applications from people of all backgrounds and experiences. We are particularly keen to encourage interest from people with disabilities, LGBTQIA+, Black, Asian, and other global majority backgrounds who are currently under-represented at Trinity Laban. In recognising the positive value of diversity, we want to better reflect and understand the communities we exist to serve.

Trinity Laban is committed to upholding the principles of freedom of speech and academic freedom within the law. We value open, respectful debate and encourage the exchange of diverse ideas and perspectives. All employees are expected to contribute to an inclusive environment where differing views can be expressed and discussed constructively, in line with our organisational values and legal obligations.

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

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.

Closing Date: 23:59 hours BST, Friday 6 November 2026 (No Agencies)

Interview Date: Wednesday 18 November 2026

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, 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 Officer
Department:	Estates and Facilities
Reporting to:	Facilities Coordinator / Estates & Facilities Manager
Grade:	Grade 5
Contract:	Full-time, Permanent

PURPOSE OF ROLE:

- Provide a proactive, flexible and responsive Facilities service, supporting the day-to-day needs of Trinity Laban's staff, students and visitors.
- Support the management and maintenance of Hard and Soft Facilities services across Trinity Laban's sites, working under the guidance of the facilities Coordinator and wider Estates & Facilities management team.
- Ensure Trinity Laban's buildings are safe, secure, operational and ready for use, supporting the effective delivery of Teaching, Performances, Events, Open days, Graduation and other Conservatoire activities.
- Help maintain the condition, functionality, cleanliness and presentation of the estate, identifying issues and acting in an appropriate time frame within the responsibilities and competence of the role.
- Contribute to a safe, welcoming and supportive environment that promotes the wellbeing of staff, students and visitors, working collaboratively with colleagues,

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contractors and other departments.

Main duties

1. Building Operations and Opening/Closing
Ensure Trinity Laban buildings are opened, operational and ready to receive staff, students and visitors by designated opening times. Undertake key-holder responsibilities, including opening and closing routines, securing buildings at the end of the day and reporting any operational issues and making sure sufficient resolutions are in place before leaving the building.
2. Security and Access Control
Support the security of Trinity Laban sites by monitoring access, CCTV, intruder alarms, keys, ID passes and building security systems as appropriate. Work with Security, Reception and other relevant teams to maintain appropriate access arrangements, challenge unauthorised access where necessary and report security concerns or system faults and ensure that no locations are left unsecured by windows, doors or other access points.
3. Rooms, Studios and Events
Ensure teaching rooms, studios and other spaces are prepared, available and appropriately configured for teaching, performances, auditions, examinations, meetings, events and other programmed activities. Undertake room set-ups, furniture and equipment moves, general portering and reinstatement of spaces as required.
4. Building Maintenance and Defect Reporting
Monitor the condition and operation of buildings, fixtures, fittings, equipment and building services. Our team is expected to operate with a level of autonomy and are encouraged to Investigate, record, report defects and undertake appropriate repairs, routine and minor maintenance, including basic plumbing, electrical, lock, furniture and building-fabric tasks within the postholder's competence and training.

To achieve these Maintenance goals, you will be expected to show initiative and judgement when prioritising your daily and weekly tasks; you'll also be required to assess when to escalate an issue to Facilities Management and when to act decisively to take appropriate action within established procedures framework.
5. Planned Maintenance and Facilities projects
Undertake planned and preventative maintenance activities and assist with facilities projects as directed by the Facilities Coordinator or Estates & Facilities Manager. This may include basic plumbing, electrical, construction, decorating, repair and improvement works appropriate to the role and the postholder's competence.
6. Health, Safety and Fire Safety
Follow departmental risk assessments, safe systems of work and health and safety procedures. Maintain vigilance for hazards and unsafe practices, take appropriate immediate action where necessary and ensure accidents, incidents, near misses and concerns are correctly reported. Participate in fire alarm testing, evacuation procedures and other routine safety checks, and ensure escape routes and fire doors remain unobstructed and appropriately maintained.
7. First Aid and Emergency Response
Maintain the required First Aid training and respond appropriately to first aid incidents and other emergencies, including liaison with emergency services where necessary. Ensure accidents

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and incidents are responded to promptly and sympathetically and are correctly recorded and reported.

8. *Cleaning, Hygiene and Housekeeping*

Monitor standards of cleanliness, hygiene and general housekeeping across Trinity Laban sites, including washrooms, communal areas and external spaces. Resolve minor issues where appropriate and work with cleaning teams and contractors to ensure deficiencies are reported and addressed promptly.

9. *Contractor and Service Support*

Assist contractors, agency staff and other service providers working across the Trinity Laban estate, including providing access, information and operational support where required. Report concerns relating to contractor activities or standards to the Facilities Coordinator.

10. *Postal, Deliveries and Goods Services*

Undertake postal, mailroom, goods receipt and dispatch duties, including receiving and distributing deliveries, preparing outgoing post and arranging courier or other transport services as required.

11. *Customer and Departmental Support*

Provide a professional and helpful Facilities service to staff, students and visitors. Liaise effectively with Security, Reception, Scheduling and other departments to support the orderly operation of Conservatoire activities and provide relief Reception or other operational support where required.

12. *Equipment, Vehicles and Resources*

Support the effective operation of Facilities and general office equipment, reporting faults and arranging replenishment of consumables where appropriate. Where appropriately qualified and authorised, drive Conservatoire-owned, hired or leased vehicles as required.

13. *Training, PPE and Safe Working*

Undertake training and instruction required for the effective performance of the role. Wear appropriate PPE and corporate clothing provided for particular duties and work within the limits of individual training, competence and authorisation.

14. *Operational Flexibility*

Work across Trinity Laban sites and undertake evening and weekend duties as required to support the Conservatoire's operational, teaching, performance and event programme. Should the successful candidate have a full UK driving licence it will be expected they use our departmental van to drive between sites as required, the post holder will be required to undertake other reasonable duties appropriate to the nature and level of the post as directed by the Facilities Coordinator or Estates & Facilities Manager.

Higher education (Freedom of Speech) act 2023

Trinity Laban is committed to securing freedom of speech and academic freedom within the law as outlined in the Freedom of speech code of practice. We actively promote the open exchange of ideas, recognising that free speech is strengthened, not weakened, by vigorous discussion of opposing perspectives in a civil, respectful, and peaceful manner. All members of our community should feel empowered to consider and discuss contentious issues, assured that they will be treated with dignity and respect.

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The Postholder must:

- *Be available to work evenings and weekends*
- *Will be required to wear Corporate Clothing/PPE as provided*
- *Will be required to work in a Shift/rota system*
- *Be available across the Institution*

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 are 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.

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Facilities Officer Person Specification

Criteria	Specification	E/D	Measured By
Education/ Qualifications	NVQ qualification (or equivalent) in mechanical, construction, electrical or plumbing discipline	Desirable	Application
	First Aid at Work Certificate holder	Desirable	Application
	Security Industry Authority (SIA) certificate holder	Desirable	Application
	Hold full clean UK Driving Licence	Desirable	Application
Experience	Practical experience of working as a member of a team	Essential	Application & Interview
	Practical knowledge and experience of the Manual Handling Regulations.	Essential	Application & Interview
	Front of house working experience	Desirable	Application & Interview
	Working within an educational, Collage, School, or HE (Higher Education) environment.	Desirable	Application & Interview
Knowledge / Understanding	Demonstratable Knowledge of health and safety regulations and safe working practices	Essential	Application & Interview
	Knowledge of how to use IT systems to a reasonable standard, and progress knowledge/skills in these areas.	Essential	Application
	High level of competency in specific systems: Outlook, Word, Excel, BMS (Building Management Systems) Building Access Software.	Desirable	Application & Interview
	Understanding of mechanical and/or electrical maintenance	Essential	Application & Interview
Skills and Abilities	Ability to understand instruction both verbal and written, act on information and instructions, complete tasks either independently or as part of a team	Essential	Application & Interview
	Attention to detail concerning a building's environment	Essential	Interview
	If a full clean UK Driving Licence is held it will be expected that you drive, as and when required our facilities van between our sites.	Essential	Application
	General building maintenance skills including decorating, construction and basic plumbing & electrical.	Essential	Application & Interview
	Working demonstratable knowledge of both power and hand tools, their use, care and safe practice.	Essential	Interview & Test

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	Able and willing to carry, lift, hold and move heavy and awkwardly shaped loads using correct manual handling techniques.	Essential	Interview & Test
	Aptitude and willingness to become SIA certified	Desirable	Interview
	Aptitude and willingness to become First Aid certificated	Essential	Interview
Personal Qualities	Be Team focused, reliable and a good communicator.	Essential	Interview
	Self-motivated and punctual	Essential	Interview
	A 'can do' attitude with a desire to excel	Essential	Interview
	Sympathetic nature with a firm but fair attitude	Essential	Interview
	Sensitivity in dealing with people and problems	Essential	Interview
Special Working Requirements	Will be required to wear Corporate Clothing/PPE as provided	Essential	Interview
	Will be required to work in a Shift/rota system	Essential	Application & Interview

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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Conditions of Service Summary & Staff Benefits

Contract:	<i>Full-Time, permanent, subject to a 6-month, probationary period.</i>
Hours:	<i>The post is full-time at 35 hours per week and operates on a shift system covering the Conservatoire's weekday/weekend opening hours from 07:00 to 22:00 Monday to Friday; weekend hours vary across our sites, see below.</i> <i>- King Charles Court (Sat – 08:00am to 19:00pm / Sun – 10:00am to 20:00pm)</i> <i>- Laban (Sat & Sun – 08:00am to 18:00pm)</i> <i>- Laurie Grove (Sat – 09:00am to 15:00pm / Sun – Closed)</i> <i>The monthly rota consists of an early (07:00–15:00), middle (10:00–18:00) and late (14:00–22:00) shifts, each including a one-hour lunch break. Some evening and weekend work will be required during the academic year to support events. Shift cover due to Annual Leave or Illness may also be required. This will normally be managed through shift changes or, where additional hours are worked, time off in lieu</i>
Location:	<i>You will be based across the Conservatoire at the King Charles Court @ the Old Royal Naval College (Greenwich), Blackheath Halls (Lee Road, Blackheath) Laban building, (Creekside, Deptford), Laurie Grove, (New Cross)</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £31,646- £35,391 p.a., inclusive of a London Weighting Allowance of £4,405 p.a. Salaries are paid on the last working day of each month direct 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>

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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 Conservatoire of Music and Dance 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