

FOUNDATION ADMINISTRATOR - ESTATES & SHARED SERVICES FIXED TERM CONTRACT FOR 1 YEAR

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

Responsible to: Estates & Logistics Bursar/Shared Services Manager

Location: Senior School

JOB PURPOSE:

The Foundation Administrator is responsible for assisting with the smooth running of the maintenance department and the carrying out of the administrative functions of the Shared Services team. This is a wide-ranging and responsible role requiring strong administrative, IT, organisational and communication skills and a 'can-do' attitude.

Main Responsibilities

Estates:

- To ensure a professional "front-of-house" response to all telephone, email and in-person enquiries from parents and staff
- To manage the day to day administration of site maintenance and event requests.

- To manage and schedule planned preventative maintenance and statutory inspections for buildings, plant and equipment. (Booking monthly and annual inspections etc.) and maintaining associated records.
- To oversee the Foundation vehicles, ensure the vehicles have valid insurance, MOT and Tax in place, organise the regular maintenance checks and servicing.
- To organise minibus drivers morning and afternoon schedules, along with any ad hoc driving.
- To book staff on MiDAS and IPAF training as required.
- To prepare maintenance purchase orders, obtain quotations and liaise with suppliers.
- To manage external contractor records, liaison with external service providers on DBS, contractors ID checks, insurance, Qualification, etc.
- To liaise with maintenance staff on weekly and monthly routine checks and transfer all defects to the Spiceworks maintenance system for appropriate action.
- To assist Estate Manager in developing an archive system for Foundation Site building plans, drawings, and documentation, and the ongoing maintenance of site records.
- To maintain the maintenance calendar, electronic filing system and general administration tasks.

Shared Services:

Shared Services is a developing role and your time will be split between both departments.

- To establish a one stop shop for teachers and PSS staff in the form of a human intranet.
- To collate patterns of questions/ enquiries and information sought by internal customers with the aim of providing this information in an accessible way.
- To analyse the scope of questions/ enquiries and information in order to provide feedback to the Bursar and Director of HR in relation to finding st the end of each term with a full report in July 2019.
- To provide feedback to departments in relation to regular mis communication/ understanding and duplication of requests.
- To provide an excellent and approachable internal customer service with the aim of reducing interruptions to the main offices.
- To liaise with HR, time table office and agencies in relation to teaching cover for the Foundation.
- To be the first port of call for external PSS calls when the switchboard does not know who to refer the call to.
- To provide an efficient allocation of tasks/issues to the relevant departments

General Responsibilities

- Build and maintain good working relationships with all Foundation colleagues
- Assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibility for own Health and Safety.

This job description is not necessarily comprehensive and the post-holder will be expected to undertake any other reasonable tasks associated with this role.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to

and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

37.5 hours per week working **Monday to Friday** from **10am to 6pm**, Full time (52 weeks per year).

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Salary sacrifice childcare vouchers (no new joiners after October 2018)
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Discount on train travel

Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is **noon on Monday 24th September 2018.**

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- **PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.**
- **A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.**

- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.***

References may be taken up before interview.

Interviews will take place **week commencing 24th September**

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

www.stephenperse.com/recruitment

Personal Specification
FOUNDATION ADMINISTRATOR - ESTATES & SHARED SERVICES

	Essential	Desirable	Assessment Method
Qualifications	GCSE or equivalent, grade C or above in Maths and English	Educated to Degree level or equivalent	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Experience of coordinating facilities Basic project management Previous experience of working with confidential information Able to work accurately and meet deadlines	Knowledge/experience of working in an educational establishment would be an advantage Good knowledge of the departments across the Foundation Use of a ticketing system Experience of working on a helpdesk	Application Form
Skills & Aptitudes	Good problem solving skills Excellent, confident interpersonal communication skills Good organisation skills including personal workload organisation and diary management Build good relationships with teaching and PSS staff Flexible and willing to help with various activities Willing and able to provide secretarial and administrative support		Interview Professional references
Personal Attributes	Positive, sensitive attitude Professionalism and Integrity Dedication and Enthusiasm Energy and Resilience Approachability Organisational Skills Flexibility		Interview Professional references