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| **RLT Operations and Premises Coordinator - Job Description** | |  |
| Job Title: | Operations & Premises Coordinator | |
| Line Manager: | Operations Director (OD) | |
| Contract type: | Permanent contract. | |
| Salary: | Grade: G7 | |
| Working hours: | Full time (37 hour week)  This role is Term Time + 3 weeks holiday working , but we will consider an all year round (52 week) position for the right candidate.  Based at Cutteslowe Primary School (subject to change) with the expectation of regular travel across school sites | |
| Disclosure level: | Enhanced DBS | |
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| Main Purpose of the Role: | | |
| To provide specialist support and guidance in facilities management to schools as appropriate under the direction of Operations Director, the responsibilities include (but not limited to) health & safety and premises management. | | |
| **Overview**   * To provide operational and administrative support to the Operations Director in the development, recording and monitoring of operational procedures * Responsible for the coordination of procurement and contract management processes * To provide innovative process improvements and to produce implementation briefing guidance to Trust schools * Actively commit to making the Trust a safe and stimulating environment for staff, pupils and visitors. * To take an active part in the work of the Trust Operations and Business Administration team, working in a flexible way * To organise and prioritise own workload, proactively seeking support when required   **Premises**   * Identify projects which will help to maintain, and update planned and preventative maintenance (PPM) schedules and procedures; contributing to the development of Trust policies and procedures * Coordinate building projects and maintenance work undertaken at any of the Trusts premises * Liaise with suppliers and contractors as for the Trust * Provide support to schools to ensure they update and monitor their asset management records.   **Health & Safety**   * To provide advice and guidance to all Trust schools to ensure robust Health & Safety compliance is maintained and to ensure continual policy improvement in areas of fire prevention, fire alarm, water checks, asbestos and Risk Assessments etc., * To produce risk reports to the Operations director with recommended solutions to correct compliance shortcomings and promote good practice * Support schools to ensure audit actions are completed * Monitoring and reporting on H&S compliance through SafeSmart * Identify the key issues from the latest H&S audits and work with schools to implement relevant action plans * Responsible for ensuring Zurich Crimson Engineering checks are complete and correct for all schools and any remedial actions identified.   **Procurement**   * Coordinate all Trust procurement projects * Collate data and make recommendations to support the centralisation of contracts across schools * Mange the roll out of successfully awarded new contracts | | |
| Person Specification | | |
| We’re looking for a motivated, hard-working and highly efficient coordinator with meticulous attention to detail and administration skills. You should relish the challenge of working in a small but busy team and must be able to demonstrate previous experience of delivering quality work to tight deadlines in a customer service environment  **Essential** | | |
| * Educated to A-level or equivalent * Knowledge and/or experience of Facilities Management environment * Excellent time management skills * A willingness to be flexible & able to work occasional early evenings * Ability to work without close supervision * Excellent organisation and communication skills both verbal and in writing * Experience of drafting short one-page reports with recommendations * Experience of working with and managing contractors and suppliers * Experience of maintenance and security of buildings to a required standard * Clean driving licence and access to transport / a car for school visits. * Has a wide range of administrative experience in a professional office environment | | |
| * High ability to achieve results & meet deadlines * Excellent knowledge of computer systems including MS Office * A good sense of humour | | |
| **Desireable**   * Previous practical experience of working in a school/ Multi Academy Trust environment * Familiarity with SafeSmart/SmartLog Log software * Experience of delivering H&S Training or Coaching * Knowledge of Mechanical and Electrical Systems | | |