

**ROLE PROFILE**

**Post:**  Estates Administrator

**Responsible to:** Head of Estates and Operations and ultimately the Headmaster

**General Description**

To provide excellent administrative support across the function. Be able to use initiative as appropriate and ensure robust maintenance of all relevant documentation and associated tasks. Be a self- starter able to suggest and introduce practices which aid efficiency and clarity of processes and procedures. The role holder will need to be a flexible and pragmatic problem solver with a ‘can-do’ attitude and able to work under pressure

**Main Responsibilities**

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list

* Process holiday, sickness, TOIL, overtime and short term absence forms
* Manage Estates email and telephone communications
* Administer and coordinate Maintenance and Facilities Requests
  + Collate, assign and chase outstanding items. Provide regular reports.
  + Collate and organise room preparations
  + Ensure rooms are ready for use and cleared as appropriate
* Oversee Service Occupancy Agreements
  + Liaison with residents, ‘Meet & Greet’ and complete Room Specification Sheets
* Organise purchasing of goods, ensure correct account codes are used and track spend
* Liaise with Cleaning supervisor and purchase supplies for the department
* Liaise with Transport Manger for vehicle MOTs/servicing dates
* Monitor and create signage around the site
* Dealing with incoming mail and parcels
* Order of PPE clothing for the support staff function
* Enter quarterly biomass readings
* Deal with incoming letting enquiries, create welcome pack and liaise with the School Business Manager
* Coordinate site deliveries as required, including during holidays
* Organise databases and compile information, such as Contractors, Equipment and Building Condition Folders
* Book training courses and set up meeting spaces as required
* Dealing with all administration for the Estates department
* Face to face and telephone contact with staff and suppliers
* Take meeting minutes as required
* Coordination of Service Providers
  + RHI, electricity, kerosene, waste, water etc.
* Contribute to the review of Annual Service Contracts
* Contractor Management
  + Oversee contractors working on site
* Assist in Health and Safety activities
  + Monitoring of staff, radio checks
* Work with the Head of Estates and Operations on strategic projects
  + Land registry, planning applications, site development strategy, budget planning

**Reporting & Communication**

* Reports to the Head of Estates and Operations
* Communicates regularly with all key stakeholders

**Personal Qualities**

* Strong organisational and administrative skills
* Computer literate and capable of producing plans and reports as requested
* Highly self - motivated and proactive
* Excellent communication skills to be applied across all key stakeholders

**Qualifications and Experience**

* Proven experience within a fast paced admin environment
* Computer Literate; Microsoft Outlook, Word and Excel at an intermediate level
* Previous experience in an assistant role advantageous
* High attention to detail
* Confident with dealing with employees at all levels
* A valid, clean driving licence