



Warwick
Preparatory
School



King's
High
WARWICK



WARWICK
SCHOOL

United in **Excellence**

Warwick Independent Schools Foundation



Appointment of

Estates & Operations Administrator (fixed-term to mid-August)

Required as soon as possible

Information for applicants

**Warwick Independent Schools Foundation
Warwick School
Myton Road
Warwick
CV34 6PP**

www.warwickschool.org/Non-Teaching-Vacancies



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Preparatory
School



King's
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WARWICK



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Warwick Independent Schools Foundation

Estates & Operations Administrator (fixed-term to mid-August)

Salary : £18,050 full-time (40hpw)

Option 1 Monday to Friday between 09.00am – 15.30pm (32.5 hours per week)

Option 2 Monday to Friday between 08:00am – 17:00pm (40 hours per week)

Though some flexibility is available for the right candidate, happy to discuss

We are seeking to appoint as soon as possible a temporary administrator (based in our Resources Office) to support our large, friendly team of Estates & Operations professionals.

- You will be our first point of contact for all queries relating to Estates & Operations, acting as the main Receptionist
- You will be working with Outlook / Microsoft Suite on a daily basis, so will need to be proficient in these software
- You will offer full administration support to the Resources Office (Order processing / telephone enquiries / generic inbox enquiries / School Bus assistance / room booking system / scanning & filing / coach bookings)

We are seeking to appoint a temporary administrator who is a good team-worker with a confident, professional and approachable manner, the ability to be flexible and discreet; someone who is organised, works well under pressure, has high attention to detail and has good interpersonal skills. The ideal candidate will have proven administration experience.

The successful applicant will have a solid working knowledge of Microsoft Office and will enjoy being part of a busy, hard-working team which makes a significant contribution to the life of the Schools.

For further information, please see the Job Details attached. If you would like to discuss this role in more detail, please contact Emily Bennett (E&O Resources Officer) on 01926 735455.

Should you wish to apply for this role please complete both parts of the application form on the website shown below and send to hr@warwickschools.co.uk or contact the HR department on 01926 735413

Closing date for applications : Wednesday 18th April 2018 at 12.00 noon
Interviews : Monday 23rd April 2018

Warwick Independent Schools Foundation
Myton Road
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CV34 6PP

Website : <http://www.warwickschool.org/Non-Teaching-Vacancies>

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.

The Estates & Operations Department

Estates & Operations is the largest department within the Foundation. A substantial budget is provided to cover condition, compliance, minor & major building projects, maintenance, caretaking, cleaning, grounds and transport for the three schools. The Foundation also has a small number of town centre residential properties which are looked after by the E&O team.

Our team encompasses a wide variety of specialisms, including qualified electricians, heating & plumbing engineer, carpenters, groundsmen, landscape gardeners, caretakers, general maintenance operatives and cleaners as well as management and resources. Our dedicated resources team administer service level agreements, external contractor arrangements, orders, information required for HR and payroll, utilities, our fleet of 8 minibuses and the School Bus Service - which now comprises of 10 routes over a 30-mile radius. We are the largest single department in the Foundation with just under 90 staff in total.



The Estates & Operations Department maintains the high standard of our sites for the benefit of pupils, staff and external hirers through a 10 year rolling condition plan. This is varied work, given the range of ages of buildings, from significant Grade II listed buildings to innovative modern structures; capital projects continue to be carried out regularly to keep our schools fit for the purpose of modern education. Our work involves procuring of service and maintenance contracts a vital part of the management process to ensure the Foundation always benefits from the highest standard of service and best value.

Resources Office Update

Our office provides support to a wide range of functions / teams within the Department. Always moving towards a paperless environment, we use a variety of software packages (including Microsoft suite / Estates bespoke software). The Resources Team has a reputation for being forward-thinking and leading with processes / procedures that are robust and can be relied upon. All members of the team are valued and make contributions to the way we all work. The range of tasks and knowledge involved after training



will offer the post holder an invaluable learning experience. Visit our Transport website which we administer, offering pupils the option of using our School Bus Service (<https://www.warwickschooltransport.co.uk/>)

Warwick Independent Schools Foundation – General

Warwick Independent Schools Foundation comprises Warwick School (boys aged 7 -18 years), which includes Warwick Junior School (boys aged 7 -11 years) and King's High School (girls aged 11 – 18 years), which includes Warwick Preparatory School (boys aged 3 – 7 years, girls aged 3 – 11 years). Between them, the schools look after around 2,300 pupils. WISF employs around a total of around 650 staff.

Warwick School, Warwick Junior School and Warwick Prep are based on a large campus between Myton Road and Banbury Road and King's High School in the town centre within easy walking distance of the campus. We have recently started to build a new school for King's High on the Myton Road campus in order to allow the schools to work more closely together; this major project is planned for completion by September 2021.



The Schools benefit from a number of shared services provided under the oversight of the Foundation Secretary. These services incorporate all traditional bursarial services, comprising Finance, Human Resources, Estates & Operations, Catering, Caretaking, I.T. and Health & Safety, with each team headed up by a specialist. All offices are located in the Warwick School building on Myton Road except for Health and Safety, which is based at King's High and HR, which is based at Warwick Prep.

Warwick Independent Schools Foundation is also a Company Limited by Guarantee and a Charity. It is run by a board of 19 Governors and an Executive of three: the Foundation Secretary and the two School Heads.

JOB DESCRIPTION – E&O Administrator (fixed-term)

Post Title	Estates & Operations Administrator (fixed-term to mid-August)
Grade/ Working Pattern	<p>£18,050 full-time (40hpw)</p> <p>Option 1 : Monday to Friday between 09.00am – 15.30pm (32.5 hours per week)</p> <p>Option 2 : Monday to Friday between 08:00am – 17:00pm (40 hours per week)</p>
Location	There are 4 schools within the Warwick Independent Schools Foundation (Warwick School, King's High School, Warwick Junior School and Warwick Preparatory School). This role is part of the centralised Estates and Operations Team providing administration services at Warwick School, Myton Road, Warwick. From time to time the post-holder may also be required to work at other schools within the Foundation.
Date:	March 2018
<p>Purpose of this Job Description:</p> <p>The employer considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.</p>	

Reporting Lines:	<p>Reporting to the E&O Resources Officer (direct line-manager) & E&O Resources Manager</p> <p>Also accountable to; Head of Estates & Operations / Deputy Head of Estates & Operations</p>
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Key accountabilities:

1. To provide administrative and operations support to the E&O Resources Officer
2. Provide high attention to detail within all areas allocated
3. Assist with the Department's Resource Office provision
4. Assist in ensuring safe practice & compliance with relevant H&S legislation across all schools
5. Assist in the move towards a paperless environment – utilising electronic systems wherever possible

Key Tasks

General Support Duties

1. Act as first port of call for visitors' / telephone enquiries to the E&O Resources Office (inclusive of Transport), answering the phone within the 3-ring-scenario; filtering and offering assistance as required
2. Assist your colleagues in the E&O Resources Team with the following generic duties:
 - a) Full purchase order process – with high attention to detail
 - b) Generic inbox(es) clearing down
 - c) Shared calendar update
 - d) Estates Helpdesk manipulation (after training)
 - e) School Bus Service assistance / coach park assistance
 - f) School minibus / maintenance fleet administration
 - g) Issue of keys / manipulation of Net2 security software (after training)
 - h) Note-taking in meetings, including preparing documentation in advance, booking rooms and ordering refreshments
 - i) Scanning / filing and other general office duties

Transport Support

3. Assist in the delivery of an effective and efficient School Bus Service (SBS). This will include working in all weathers in the coach park and around the site.
4. Assist with response to parental queries / logging of such / forwarding to senior team if relevant
5. Assist with coordination of school bus passes / single trips & bespoke arrangements
6. Assist with gaining quotations for coach bookings working towards a centralisation of this area
7. Assist with the administration of all compliance checking for Minibuses and Fleet Vehicles

Compliance & Condition Support

8. Assist in ensuring the Compliance & Condition Officer (CCO) receives strong recording systems for all areas of compliance administration, moving towards a paperless environment.

Contractor Support

9. Assist in ensuring that contractors provide all pre-site visit documentation in a timely manner. This is to include all RAMs, insurance cover, professional accreditations, DBS clearances

Other Duties

The performance of other duties as may from time to time be required for the smooth, safe and effective running of the Foundation

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. take reasonable care of your own health and safety
2. take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. report any injuries, strains or illnesses you suffer as a result of doing your job
6. tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

PERSON SPECIFICATION

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	Educated to GCSE standard (minimum Grade C English Language & Mathematics)	Additional qualifications post-GCSE Hold a recognised IT qualification such as CLAIT / ECDL
Experience/ Knowledge	Experience of working in a busy office environment, whilst still maintaining high attention to detail Be able to demonstrate experience of interacting with and providing a high level of service to customers at all levels (both internal & external) Competent computer skills across a range of packages (Outlook, Microsoft suite & databases) Be able to demonstrate experience of working effectively within a team	Previous experience of working in a school Estates & Operations Department is not essential, but the person appointed will be sympathetic to working in an educational environment Experience of updating / manipulating databases / spreadsheets Minuting meetings
Skills/Abilities	Enthusiastic 'can-do' approach to problem solving Excellent communication and interpersonal skills – professional approach Methodical approach to work Ability to use initiative where appropriate and to recognise when issues need to be referred to a senior member of staff. Excellent customer service skills Ability to prioritise work to meet deadlines	
Aptitude	Confident to act on own initiative Customer-focused. Willing to fulfil requests made in a positive & enthusiastic manner. Be prepared to work outside in all weather conditions	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Enhanced DBS check with meets the Foundation's requirements.	
Equal Opportunities	Understanding of the requirements of Equality and Diversity.	

Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form.

When short-listing applications for interview, the panel will consider the requirements on the person specification above.

You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form, where appropriate.