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| **Highbury College** |
| **Job Description** |
| Post: | Estates Administrator |
| Grade: | Grade 3 |
| Responsible to: | Facilities Manager |
| Date Job Description Produced: | 23 March 2014 |
| Date Job Description Reviewed: | January 2018 |

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| **College Vision 2020**A world-class learning enterprise, leading the way, transcending borders* Transforming and enriching lives
* Pioneering innovative approaches to education and training
* Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
* Serving our diverse stakeholder communities with pride and passion
* An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is ‘to enable all our students to succeed’.Strategic priorities for realising the vision and mission include:• Student Success, Resilience and Employability• Innovation & Enterprise• Growth• Reputation• Leadership• Financial HealthThe Estates Administrator is responsible to the Facilities Manager, providing high quality administrative support in order to enable the College to meet the above broad objectives. In addition, he/she will ensure high quality services to internal and external customers and stakeholders. Team working and communications within an overall approach that values people will be of key importance. |

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| **Main Duties and Responsibilities of the post**  |
|  | To provide a professional, comprehensive administrative service to the Head of Premises, Estates and Commercial Services including managing calendar and confidential matters |
|  | To have a good understanding of financial operations including checking all invoices and processing purchase orders. Updating information spread sheets and creating information spread sheets as required. Analysing utilities bills and requirements. A good knowledge of year end procedures. Responsible for departmental petty cash. |
|  | Maintaining an effective filing system for the Estates office, ensuring confidentiality wherever appropriate. |
|  | Liaising with 4 supervisors to provide financial services and general administrative support. |
|  | To organise meetings and events for the Head of Premises, Estates & Commercial Services |
|  | To take minutes of meetings as required, for example team/staff/management and external visitor meetings |
|  | Responsible for external bookings including liaising with external customers, all paperwork, co-ordination of services and raising invoices and completing information updates. |
|  | Responsible for taking phone calls in the Estates office and responding to all enquiries and requests and ensuring excellent levels of customer service |
|  | Maintaining good communication with all members of the Estates team |
|  | To provide support to other College management as directed by the Head of Premises, Estates and Commercial Services |

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| **Planning and Organisation**  |
|  | It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines. |
| **Direction Received** |
|  | Reporting to the Head of Estates, the post holder must be self-motivated and capable of creativity and innovation. |
| **Liaison**  |
|  | Liaise with academic and business support staff within the College. |
|  | Liaise with external partners, clients and consultants |
|  | Act as an ambassador for the College in any external activities so that the College’s good reputation is further developed. |

**Accountabilities:**

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| 1. **Key Accountabilities**
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|  | External bookings |
|  | Management of all departmental financial information |
|  | Liaising with all supervisors |
|  | To type correspondence and prepare reports as requested by the Head of Premise, Estates and Commercial Services |
|  | To take minutes of meetings as required for example team/staff/management and external visitor meetings and Self Assessment Review (SAR) validation |
|  | To maintain an effective filing system, paper based and electronic, ensuring confidentiality where necessary |
| 1. **Further Accountabilities**
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|  | Responding to all telephone enquiries and policy correspondence, ensuring excellent levels of customer care |
|  | Maintain effective up to date health and safety records and systems as required to meet all statutory requirements  |
|  | To provide support to other College management as directed by the Head of Premises, Estates and Commercial Services |
|  | To assist in delivering minor projects as requested by the Head of Premises, Estates and Commercial Services |
| 1. **Quality and Standards**
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|  | Contribute to the Department’s Self Assessment Report |
|  | Contribute to sharing good practice through peer and cross College activities |
|  | To promote equality and diversity and endeavour to meet the varying needs of our diverse student population |

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| 1. **Finances and Resources**
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|  | To adhere to College financial regulations |

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| 1. **Staff Learning and Development**
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|  | To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum. |
|  | To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College. |
|  | To identify individual training needs and support staff learning and development activities  |

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| 1. **Other Duties**
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|  | To be a member of such College Committees and working parties as may be agreed from time to time. |
|  | This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time. |

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| 1. **General**
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|  | Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.  |
|  | This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.  |
|  | The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations. |
|  | To be aware of and adhere to the College’s Safeguarding Policy at all times and take any necessary action where appropriate. |

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| Person Specification |

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| Post: | Estates Administrator |
| Grade: | Grade 3 |
| Department: | Estates |

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| **Note to candidates:** Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.  |

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| ***Assessment Area*** | ***Essential Criteria*** | ***Assessment******Method*** |
| *Certified Qualifications* | 1 | Good standard of education including GCSE in Maths/English (Grade A-C). | Application Form |
| *Professional Development* | 2 | Evidence of ongoing professional updating and development | ApplicationForm |
| *E**xperience* | 3 | Highly developed literary and numeracy skills | Application FormInterview |
| 4 | Excellent communication and excellent interpersonal skills. Ability to deal effectively with all staff and stakeholders  |
| 5 | Ability to work independently on own initiative with minimum supervision. |
| *S**kills, Knowledge and Competencies* | 6 | A good understanding of all financial matters | Interview |
| 7 | Excellent IT skills including a good working knowledge of Microsoft Word, Excel, Outlook and databases. |
| 8 | Understanding of safeguarding in the context of education |
| 9 | Ability to work as part of a team |
| 10 | Ability to work on own initiative with minimum supervision |
| 11 | Ability to meet targets within agreed timescales |
| 12 | Excellent organisational skills |
| *P**ersonality / Characteristics* | 13 | Professional approach to work and appearance | Interview Reference |
| 14 | Enthusiasm and optimism  |
| 15 | Commitment to excellence |
| 16 | Flexible attitude in the way he/she performs the job |
| *General* | 17 | Commitment to operating in a harmonious, safe and secure environment | Interview |
| 18 | A commitment to equality of opportunity and widening access to education for all |

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| ***Assessment Area*** | ***Desirable Criteria*** | ***Assessment******Method*** |
| *Certified Qualifications* | 19 | Academic qualification equivalent to 2 ‘A ‘ levels | Application Form |
| *Experience* | 20 | Equivalent job role dealing with financial and administrative functions | Application Form |