



Administrator (Estates Team) Permanent Role

Full time (40 hours per week, 52 weeks per year)

8.30am to 4.30pm but flexibility can be offered to exceptional candidates

Salary: £25,303.10 per annum

Reporting to the Head of Operations (Estates), the job-holder will provide administrative support to the estates team. The post holder is responsible for:

- **Supporting the Estates Help Desk and Front of House**, ensuring an efficient and effective service is provided
- **Establishing and implementing systems and processes** to manage contracts and contractors including for the summer works, building repairs and self-service suppliers – creating preferred suppliers/tenders/mini-tenders, as required
- **Providing direct support to the Head of Operations (Estates) and the Facilities Manager** including general admin such as minute taking, diary management, support with Lettings calendar and Lettings administration and other ad hoc tasks
- **Creating an environmentally friendly KAS**, including waste management initiatives, embedding environmental standards, and liaising with staff to integrate environmental activities throughout the School
- **Act as main point of contact for cleaning related requests**
- **Minute-taking responsibilities** for School governor meetings

Key Responsibilities of the Role

Support the Estates Help Desk and Front of House

Provide the School with an efficient and effective Estates Service with clear service guidelines and strong accountability.

- Support caretakers and ground staff as appropriate – this could mean ordering resources, elevating requests up to the Facilities Manager, or arranging contractors
- Support the Facilities Manager to review helpdesk procedures, including providing analytical reporting regarding the efficiency and effectiveness of the service and customer satisfaction rating
- Support Front of House with cover during absences, order consumables such as lanyards, printer rolls, etc.
- Support the Facilities Manager with other Front of House related works such as for events, and open mornings

Establish and implement systems and processes providing support for the management of contracts and contractors

- Support the Head of Operations (Estates) and the Facilities Manager with researching software solutions for compliance, maintenance and other Estates scheduling
- Support the development of effective tender processes for contractors and consultants and support the Head of Operations (Estates) and the Facilities Manager to create a list of preferred suppliers
- Keep up to date the contractor and contract database
- Manage the termly parking permit allocation and distribution to staff, including liaising with LB Barnet.

Providing direct support to the Head of Operations (Estates) and the Facilities Manager

Provide a wide range of support to the Head of Operations (Estates) and Facilities Manager including:

- Diary management, invoicing, credit card reconciliation, and setting up meetings and attending as required
- Ensuring the smooth running of and minute-taking at the Grounds and Buildings Committee, Community Committee, the Health and Safety Committee, Disability Access Group and Eco Action Team
- Supporting the Facilities Manager with Lettings management – including populating diary, meeting new hirers, sending our hire agreement forms, and creating a schedule of weekend use of school

Create an environmentally friendly KAS

Play a role in initiating and implementing new environmentally friendly initiatives as well as building on existing processes

- Working with the Facilities Manager, review waste and recycling practices and procedures to ensure they are in line with KAS environmental policies and ambitions
- Embed externally recognised environmental standards and develop systems and processes to gradually meet those standards
- Support the Facilities Manager with KASParents looking at transport, along with quick wins and longer term projects to promote and support environmental and sustainability initiatives
- Support the Head of Operations (Estates) with energy management and procurement, along with environmental and sustainability initiatives that relate to the King Alfred School Masterplan

Serve as focal point in its relationship with Cleaning, Catering and other Soft Services Contracts

- Support the Facilities Manager with Soft Services Contract management including, waste, recycling, fire, security, washrooms, pest control, and cleaning
- Share relevant school information with contractors as required
- Support the onsite 'KASBucks' coffee kiosk with cleaning, ordering, servicing and repairs
- Call out suppliers as and when requested by Facilities manager and keep records of maintenance, service reports etc,

Act as the main point of contact for cleaning related requests:

- Pass on cleaning requests to the cleaning contractor
- Let cleaning contractor know about out-of-hours events that will require additional support
- Ordering consumables, e.g. Dishwasher tablets, rinse aid
- Informing contractor of holiday use at school (lettings, maintenance, and building works) so that deep clean schedules can be created and staff working over holidays have cleaning support in place

Additional Minute-taking responsibilities (held outside of School hours and over-time paid for the time spent at the meeting)

- Approximately 12 meetings a year
- Each meeting has a duration of approximately 2 hours, and the post-holder will be required to attend the meetings on-site to take the minutes
- Processing of the minutes will be part of normal working duties

The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Head of Operations (Estates) and the Facilities Manager.

Person Specification:

The post-holder should have:

- Proven experience in administration including minute-taking
- Be proficient in Word, Outlook and Excel
- Experience in a school setting and/or Estates Management field desirable
- Be able to work effectively under pressure, with a high attention to detail
- Excellent interpersonal skills
- Analytical skills, able to interpret and communicate data
- Strong organisational skills with the ability to prioritise and multitask
- Comfortable working in a small but busy office environment
- A proactive and flexible approach with a can-do attitude
- Be able to build effective working relationships
- Proven ability to work both independently and within a team

We encourage people from all sections of the community to apply and particularly welcome applicants from groups which are currently under-represented in our workforce.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974 All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.