



Graduate Trainee - Estates Administrator

Two-year fixed term internship position, full time (40 hours per week, 52 weeks per year) – negotiable

Salary: circa £25,000 depending on experience

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

- **Managing the Estates Help Desk**, improving the systems and processes which support the Help Desk and ensuring that a customer responsive service is provided
- **Establishing and implementing systems and processes** to manage contracts and contractors including for the sixth form, 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)** including development of a planned preventative maintenance program, building project support as well as general admin including minute taking, diary management and other ad hoc tasks
- **Creating an environmentally friendly KAS**, including introducing recycling, signing up for the environmental standards, and supporting staff to integrate environmental activities into the educational programme

Key Responsibilities of the Role

Manage the Estates Help Desk

Provide the School with an efficient, effective and customer friendly Estates Service with clear service guidelines and strong accountability

- Receive estates helpdesk requests and allocate them to the caretakers and ground staff as appropriate
- Review and improve helpdesk procedures, tracking progress and customer satisfaction and costs/speed of providing service
- Provide analytical reporting to the Head of Estates and senior management to assess the efficiency and effectiveness of the service and customer satisfaction rating

Establish and implement systems and processes as well as providing support to the management of contracts and contractors

- Support the Head of Operations (Estates) and the Director of Finance and Operations to populate and develop and planned preventative management system
- Establish and implement effective tender processes for contractors and consultants and support the Head of Operations to create list of preferred suppliers
- Establish and keep up-to-date a contractor and contract database, and oversee the financial performance of contracts

Providing direct support to the Head of Operations (Estates)

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

- Diary management, invoicing, credit card reconciliation, and setting up meetings
- Ensuring the smooth running of and minute taking at the Grounds and Buildings Committee, the Health and Safety Committee, Disability Access Group and Eco Action Team
- Implementing special projects and additional services, as required



Create an environmentally friendly KAS

Play a lead role in initiating and implementing environment friendly initiatives into the school

- Lead on driving and embedding sustainability and environmentally conscious initiatives across the school
- Review waste and recycling practices and procedures
- Establish externally recognised environmental standards and set up systems and processes to gradually meet those standards
- Communicate and support sustainability and environmental initiatives across the school
- Support the Head of Operations (Estates) with energy management and procurement

Person Specification:

The post-holder should have:

- A recent degree in any subject (if graduating this spring/summer we welcome your application)
- Some office administration experience
- Excellent interpersonal skills, and be polite, calm, outgoing personality
- Analytical skills, able to interpret and communicate data
- Strong administrative and organisational skills with the ability to prioritise and multitask
- Genuine interest in working in the education sector
- Comfortable working in a small but busy office environment
- A proactive and flexible approach with a can-do attitude

Development Opportunities

In addition to on-the-job training and mentoring, the post-holder will be provided with formal training in:

- Advanced Excel
- Project Management
- Contract Management
- Facilities and environmental management
- First Aid
- Estates and Facilities Management (including events management, capital building projects, procurement, energy management)
- Project management tools and techniques
- Environmental and sustainability strategies and solutions
- Procurement strategies, including tendering and contract strategies
- Health and safety in an educational setting
- Contract administration and management
- Excellent organisational skills and the ability to adapt quickly to changes
- Ability to work as part of a team

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