



Job Description

Post Title: Administrator – Estates and Compliance

Post Responsible to: Facilities and Transport Manager

To provide efficient, proactive and effective administrative support in a number of skills linked areas including Estates and Compliance.

Estates:

- Ordering of goods and equipment as required by the facilities team ensuring best value and sourced in advance to be available when required. Ensuring appropriate procurement methods and paperwork is maintained
- Assist the Facilities and Transport Manager gain quotations from suppliers, undertake tender paperwork and show suppliers around the site as required
- Manage the help desk system, monitoring requests, prioritising and ensuring a systematic system is in place to keep staff advised of progress
- Set in place and maintain effective communication with site staff so as to ensure that communication, generally by email, is passed to all staff
- Take minutes and actions for site staff meetings, ensuring actions are completed
- Assist the Facilities and Transport Manager with diary commitments, setting up meetings as required
- Other admin duties as required to support the Estates Team

Compliance:

- Ensure effective systems to maintain up to date and relevant H&S records as required for compliance.
- Pro-actively monitor key renewal dates and compliance checks, ensuring actions are taken in good time and evidenced
- Develop action plans following inspections e.g. fire risk assessment and ensure actions are closed out in good time
- Ensure driver records are maintained as required by the transport operator licence
- Monitor tachograph records and ensure actions are undertaken where needed
- Ensure vehicles are checked, maintained and inspected as per requirements
- Track policy update dates, co-ordinated updating and ensure returns
- Pro-actively seek information on broader compliance areas such as GDPR, safeguarding, legal changes, legislation, H&S and ensure information is passed to staff with oversight for this area of the school

Business Manager:

- Provide admin support to Business Manager including typing, letters, data tasks, ordering or other general admin tasks as required
- Oversee and manage lettings enquiries, bookings, advising appropriate staff and ensuring successful hires

General:

- To appropriately answer incoming telephone calls and to deal with queries
- To cover reception on an occasional basis as required



- To receive visitors, deal with enquiries, issue visitor badges as necessary and follow Health and safety guidelines.
- To attend the School Operations Meeting
- To carry out such other reasonable duties and responsibilities within the overall scope of the post.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- Support the fire evacuation process as required

This job description does not define in detail all responsibilities and the responsibilities, and activities in the job description may be varied to meet the changing needs of the school.

I have read and agreed to the job description above.

Signed _____ Date _____

Name _____

Postholder

Signed _____ Date _____

Russell Slatford
Headmaster

Person Specification

The successful candidate will have-

GCSE (or equivalent) Grade C or above in English and Maths

2 years' experience in an administrative role

Strong IT skills

Excellent communication skills

Attention to detail

The ability to work to deadlines and under pressure

Good communication and interpersonal skills

The appropriate manner for dealing with a variety of people

The ability to build a rapport with people

The ability to use own initiative and work independently

The ability to adapt to ever changing demands and circumstances