



JOB DESCRIPTION	
Job Title	Facilities Administrator
Department	City of London School
Grade	Grade C
Responsible to	Facilities Administrative Supervisor
Responsible for	N/A

Purpose of the Post

- To provide administrative support for the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools) and the Facilities Management Team.
- To assist the Events and Lettings Manager with the management of internal bookings and events.
- To support both by providing a range of administrative services which ensures the efficient running of facilities, operations, compliance, events and lettings.

Main Duties & Responsibilities

1. Provide administrative support on behalf of the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools), the Facilities Management Team and the Events and Lettings Manager.
2. Correspondence - answer and filter incoming calls, email correspondence, diary management and staff requests for the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools) and other members of the Facilities Management Team.
3. Assisting in the management of documentation related to soft and hard services, school contracts including catering and transport and the risk registers.
4. Management of the bookings system and school diary, ensuring the system is kept up to date and assist in the collation of documents required for the smooth running of events.
5. Assist in monitoring information required for set ups, IT and catering booked on the online system, dealing with any queries as necessary.
6. Coordinate support for all internal bookings from staff to ensure that enquiries are dealt with in a highly professional manner with clear and concise information.
7. To assist with the organisation, creation and collation of documentation required for internal/ external events and Lettings.
8. Assisting the Events and Lettings Manager with lettings enquiries, contract and document management to ensure the smooth running of our lettings function, including ensuring that safeguarding arrangements and documents is in place for all

- lettings, as required.
9. Assist in obtaining quotes, approvals, raising purchase orders and ensuring invoices are paid on time in collaboration with the CLS and City of London finance team.
 10. Stationery stock – oversee stationery inventory on a regular basis, managing and ordering replacement inventory so all school departments are well stocked, including managing the main annual stationery delivery.
 11. To assist with ordering cleaning materials, placing annual PO, uniforms, general equipment etc. Maintain stock levels.
 12. Oversee the staff locker allocation.
 13. Develop and maintain an up-to-date asset register for the department and oversee the works of art, silver and collectables inventory.
 14. Support the facilities team and contractors to keep accurate logs of water checklists, pest control, permits to work, maintenance checklists and weekly fire logs.
 15. Diary management - organise meetings and appointments for the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools) with staff and external visitors ensuring effective scheduling and diary management.
 16. Visitors - meet and greet visitors to and from their appointments with the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools) and other members of the facilities team.
 17. Minutes - Take, type and store minutes of meetings as required, including using the school's intranet and MS Office products for document storage and circulation.
 18. Provide assistance and cover for administrative colleagues including reception cover in support of the facilities team, as and when required.
 19. Handle and manage confidential documents and information ensuring correct storage, security, date-relevance, and accuracy, with the utmost discretion and sensitivity.
 20. Continuously review procedures to facilitate improvements and enhance effectiveness and efficiency of services provided to the Head of Facilities, Operations (CLS) and Head of Compliance (City Schools).

General

1. To undertake any other duties that may reasonably be requested appropriate to the grade, and also the opportunity to provide support for both City of London School for Girls and City Junior School, when required, a part of shared services.
2. Actively seek to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
3. Actively seek to implement the City of London Corporation's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
4. The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Designated Safeguarding Lead.

Revision of Job Description

According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the Jobholder.

Confidentiality

All matters and routines within the remit of the post are deemed to be confidential and any breach of confidentiality in any respect may constitute grounds for dismissal.



PERSON SPECIFICATION	
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Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

- Good general level of education, as may be indicated by A-level standard or possess an equivalent level of skills, knowledge, and experience.

Experience Required

- Working in a similar type role in facilities and operations for a senior manager undertaking a range of administrative support.
- Developing and maintaining administrative systems and procedures.
- Prioritising and managing a varied workload, making key decisions under pressure.
- Working to meet targets over a sustained period of time without compromising on the quality or accuracy of the work produced.

Technical Skills & Knowledge

- Excellent written communication skills in producing a wide range of documentation and correspondence to a high standard.
- Excellent IT skills including excel and word.
- Excellent interpersonal skills with the ability to build effective and constructive relationships with the School's senior management team.
- Ability to develop, review and maintain administrative systems and procedures.
- Organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines.
- Pro-active approach to planning and prioritising work, with the ability to use initiative appropriately.
- Excellent secretarial skills, including good typing and minute taking ability.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience.