

JOB DESCRIPTION

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| JOB TITLE: | Estates Administrator (Applications for 0.5 job share will be considered) |
| JOB SHARE: | Job Share 18.5 hours per week, working days as follows: Monday, Tuesday, Wednesday morning Wednesday afternoon, Thursday, Friday (5.20 pm finish Mon – Thurs, 4.25 pm finish Friday) |
| REPORTS TO: | Project / Estates Administration Coordinator |
| AREA: | Estates |
| GRADE: | APT&C Scale 3, Points 14 to 17, £16,894 to £18,008 per annum (Salary will be pro rata where appropriate) |
| POST NO: | SS422 |
| CLOSING DATE: | Wednesday 20th September 2017 |
| DBS: | Enhanced Disclosure required |

PURPOSE:

To support the activities of the Estates Department providing an effective and efficient administrative service.

PRINCIPAL DUTIES:

1. To provide administrative support to the Estates Department, to include but not limited to;
 - Maintaining diaries, arranging meetings and ensuring that there is an effective follow-up arrangement to deal with the timely completion of outstanding tasks.
 - Taking minutes of meetings as required.
 - Preparing, updating & maintaining spreadsheets / reports and other corporate material as required; compiling information on utility usage
 - General filing of both manual and electronic information
 - General administration as required.
2. To provide support on all financial aspects of Estates Department budgets to include:

- Liaising with suppliers and contractors to obtain prices for goods and work required.
 - Assisting the Estates department in obtaining competitive prices for work which is commissioned directly by the College.
 - Raising purchase orders for agreed expenditure, ensuring these are correctly coded and authorised.
 - Raising Sales Invoices as required.
 - Chasing outstanding orders and following up queries raised by the Finance Team on a timely basis.
 - Ensuring compliance with financial regulation and financial procedures.
4. To provide cover for the 'Help Desk' and provide an efficient service to all users according to the SLA.
 5. To support the management of the College's transport.
 6. To provide support to ensure that relevant procedures are maintained for any contractors working on site.
 7. To adhere to policies and procedures of Solihull College & University Centre.
 8. To undertake necessary Health and Safety responsibilities and duties as required by this post.
 9. To undertake Health and Safety and Safeguarding training as required.
 10. To undertake any necessary Data Protection responsibilities and duties as required by the post.
 11. Such other duties as required which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES

Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the college.

SAFEGUARDING

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**SOLIHULL COLLEGE & UNIVERSITY CENTRE
PERSON SPECIFICATION**

JOB TITLE: Estates Administrator

SALARY: APT&C Scale 3, Points 14 to 17, £16,894 to £18,008 per annum
(Salary will be pro rata where appropriate)

POST NO: SS422

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EDUCATION/ TRAINING | Level 3 qualification | Level 4 qualification (or working towards) |
| RELEVANT EXPERIENCE | <p>Working in a busy administrative role, preparing reports, following up key actions</p> <p>Experience of working to quality service standards</p> <p>Experience of purchasing / ordering</p> | <p>Understanding of F.E and Estates</p> <p>Experience working with a help desk / estates function</p> <p>Experience in accurate budget monitoring</p> |
| SKILLS / APTITUDES | <p>High level of word processing and budget monitoring skills</p> <p>An understanding of purchasing / finance</p> <p>Excellent administrative skills</p> <p>Strong customer focus</p> <p>Ability to work under pressure in a busy office environment</p> <p>Excellent command of Microsoft Office in particular Word, Excel, and Outlook</p> <p>The ability to communicate with a diverse range of customers visiting the department.</p> | <p>Systematic</p> <p>Keen eye for detail, with a proactive approach</p> <p>The ability to be an assertive communicator where required</p> <p>Sense of humour</p> |

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | <p>Excellent time management skills</p> <p>Effective written and verbal communication</p> <p>Ability to work under own initiative</p> <p>Tact and diplomacy, observing confidentiality requirements</p> <p>Well organised with a high level of commitment</p> | |
| <p>OTHER REQUIREMENTS</p> | <p>Flexible approach</p> <p>General awareness of cultural diversity</p> <p>A commitment to the Safeguarding of Young People and vulnerable Adults</p> | |