



Royal School Wolverhampton

JOB DESCRIPTION and PERSON SPECIFICATION

Estates & Facilities Administration Assistant

Section:	Estates & Facilities	Salary Range:	£8.91 per hour
Responsible to:	Estates & Facilities Lead	Hours of work:	20 hours per week Monday to Friday 52 weeks £9,266 per annum
Status of position:	Permanent	Closing date: Interviews w/c	Midday 7 th January 2022 17 th January 2022

Main purpose of role:

To provide pro-active, organised, and effective administrative support to the Estate & Facilities Lead. Assist in facilitating the efficient operation of the Estates & Facilities team by performing a wide range of administrative activities and providing an excellent service to staff and pupils.

Duties and Responsibilities:

1. To undertake a full range of administrative duties that includes word processing, using excel, dealing with telephone enquiries, preparing correspondence, maintaining records, inputting data, processing orders and invoices, stock control and general office administration.
2. Provide a full range of day-to-day support for the E&F Lead including, arranging meetings, dictation, minute taking, data - information analysis and collation, PowerPoint presentations and all other office duties associated with the nature of the post.,
3. Support the E&F Lead by managing diaries and calendar appointments, preparing cover rotas and ensuring appropriate files and information are prepared for meetings.
4. Arrange, attend and minute meetings in relation to the management of the estate, including the preparation and circulation of agendas and papers, accurate minutes and dissemination of post meeting information.

5. Compile and manage electronic systems (such as contacts list, contracts register, accident statistics, risk assessments, policies and procedures. Collating, maintaining and analysing data on all aspects of estate and health & safety management.
6. To implement appropriate electronic and manual archive and document systems to ensure the secure, efficient and effective collation of a wide range and significant volume of information / records.
7. Assist the E&F Lead to respond to queries within advised timescales, either by phone, email or in writing and as far as possible progress these through to their resolution with the assistance of the appropriate team member whilst ensuring a high level of customer satisfaction.
8. Arrange access to the site as necessary in connection with planned works, notifying staff of disruption, works and diversions etc.
9. Undertake a range of tasks to support the financial management of the team such as raising purchase orders, tracking, and verifying invoices, utilising the e-purchasing system, monitoring and where necessary recording budget / cost centre expenditure, processing and recording information.
10. Managing records of annual leave, sickness, accidents, overtime, and training undertaken.
11. Organising training for the team when required and ensuring all certificates and the training matrix is kept up to date.
12. Assist with the development and update of policies, procedures and risk assessments.
13. Collate and keep under review COSHH records ensuring the school inventory and safety data sheets are in place.
14. The post holder is expected to familiarise themselves with, and use specialist systems within the team, this may include a facilities management information system, Building Management System and access control card programming.
15. The post holder will be required to deal with sensitive information and will be expected to maintain a high level of confidentiality.

plus

- Any other duties reasonably required.
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department.
- Participate in the arrangements for performance review
- Ensure that professional skills are regularly updated through participation in training and development activities
- Ensure all School policies are implemented within the remit of this post

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

Please complete and return your application to lcallaway@theroyal.school



Royal School Wolverhampton

Person Specification

A = Application form, D = Documents, I = Interview, T = Test / Exercise

Description	Essential	Desirable	Method Used
QUALIFICATIONS			
Good general standard of education, preferably to at least NVQ3 or equivalent		D	A / D
Maths and English GCSE Level 4 minimum	E		A / D
SKILLS, EXPERIENCE and KNOWLEDGE			
Excellent standard of computer literacy in Microsoft Office applications (Word, Excel, PowerPoint, Access)	E		A/D/I
Experience of working in a busy school office environment	E		A/I
Excellent written communication skills enabling the production of documentation to a high standard, ensuring attention to detail	E		A/D/I
Good standard of numeracy skills and the ability to accurately input figures, ensuring attention to detail	E		A/D/I
Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis	E		A/I
Excellent organisational skills with the ability to manage a complex workload and prioritise conflicting demands	E		A/I
Able to prioritise work and use own initiative	E		A/I
High levels of accuracy in all tasks	E		A/I/T
Excellent interpersonal skills for dealing with colleagues.	E		A/I
Knowledge of estates, facilities and health and safety functions		D	A/I

PERSONAL QUALITIES			
Excellent communication skills both verbal and written	E		A/I/T
Have a flexible approach to work and be adaptable	E		A/I
Positive attitude to work	E		A/I
Ability to work in a highly confidential manner	E		A/I