



LORD
WANDSWORTH
COLLEGE

• HAMPSHIRE •

Lord Wandsworth College

Estates Administrator

Candidate Pack



Role Profile

Directorate:	Estates
Responsible to:	Director of Estates
Location:	On Campus at Lord Wandsworth College and St Neot's Prep School
Contract:	Permanent, 52 weeks a year, 0900-1730 Monday to Friday
Salary:	£24,960 per annum

Benefits

We offer a vast range of staff benefits including:

- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- State of the art, restaurant quality hot and cold food available (complimentary)
- Death in service scheme - 4 times your annual salary
- Friends and Family referral scheme (£250 for each referral)
- Give as you earn and staff volunteering day
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

To provide an efficient, proactive, organised and effective delivery of administrative and Helpdesk service to the Estates Department across LWC Schools.

To monitor and administrate the fire detection and intruder alarm systems and associated processes.

Role responsibilities

The duties of the role will include, but not be restricted to:

- Take ownership of administrative processes and systems within the Estates Department, working in partnership with Estates managers to implement good practices and streamline processes where possible.
- Be responsible for the estates helpdesk including communicating with customers, prioritising and assigning tickets, chasing tickets in line with SLA's and regularly reporting on progress.
- Liaise with contractors responsible for fire detection, and intruder alarm systems, maintaining logs, documentation, testing and fault finding.
- Establish and maintain a database of current building plans drawings in the main estates filing system and acting as the primary point of contact for onward distribution.
- Record the import and export of building and operations plans, Maintenance Manuals, Health and Safety files and other critical information from consultants and contractors.
- To maintain record keeping for the department both paper and online form including, Health and Safety, compliance, purchase orders, vehicle maintenance logs, invoicing, in order to ensure the department is inspection ready at all times.
- To maintain the service contracts and asset registers for the Estates Department.
- To maintain, coordinate and communicate seasonal and periodic schedules such as heating in accordance with policies and procedures.
- To support with the administration of Estates projects with the Director of Estates as required.
- Any other duties commensurate with the grade as requested by the Director of Estates and Senior Leadership Team.

Person Specification

- Proven ability to organise time effectively, manage competing priorities and meet deadlines.
- Excellent IT skills, proficient in Microsoft Word, Excel, PowerPoint, and Outlook and the ability to pick up new software and applications quickly.
- Experience of working in administration ideally within an educational, construction or facilities management environment.
- Confident in report generation and analysis.
- Have the ability to maintain high standards, work independently and as a team, whilst being thorough in your work.

Behaviours and competencies

- Demonstrate a commitment to the values of LWC schools.
- Be proactive in matters relating to health and safety, child protection and safeguarding including the completion of all mandatory training modules.
- Ability to build effective relationships across the College including contractors, suppliers and advisors.
- Ability to work on own initiative and problem solve.

Key Stakeholders

- Director of Estates
- Buildings Manager, Grounds Manager, Compliance and Minor Works Manager
- Estates and Operation teams
- Academic and Pastoral staff
- College Residents
- Senior Leadership Team
- Pupils

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the College.



Lord Wandsworth College

A different kind of school for a wonderfully open world

Uncertainty is a gift to those with a wide perspective, an open mind and the space and the safety to explore. Our job is to widen students' worlds so nothing is beyond their grasp.

We've been 'widening worlds' since 1922, when LWC was founded by Sydney Stern (Lord Wandsworth) to support orphans. In those days, this widening of worlds was very much a response to the fact that orphans' worlds had contracted or collapsed very suddenly. The school expanded their opportunities, connecting them - via our vast acreage and farmland - with a path into agriculture.

These days, the future is far less known; vocations harder to predict. And so the need to widen worlds is more profound. We support and inspire students, around 700 of them, to be able to forge their own futures, each one more exciting and extraordinary than any goal they could have envisaged at the start. Wonderfully, our students' successes make our world bigger too.



Appointment process and how to apply

Please apply via our LWC website using the Hire Road platform.

The closing date for applications is midnight on Sunday 13th October with interviews taking place on Monday 21st October.

Should you wish to discuss the role in strict confidence please feel free to contact Lidia Pocock, Director of Estates on pocockl@lordwandsworth.org.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



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