

Job Description

Post:	Estates Support Administrator
Salary Grade:	Band 9, Points 16 - 18
Responsible to:	Head of Estates and Facilities

Key Purpose:

1	To provide an effective clerical service within the Estates and Facilities team.
2	To act as 'first point of contact' for all estates and facilities related matters, for the Centre(s) or College.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with the College policies – e.g. Health and Safety, Equality and Diversity, Inclusion, Quality Assurance and the Charter.
3	To work flexibly in the interests of the organisation as required.
4	To participate in appraisal and undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
6	To work flexibly in the interests of the organisation as required.

Duties and Responsibilities:

a	To provide word processing and clerical support including maintenance of all Estates/Facilities records and help desk, some of which are kept for auditing purposes.
b	To assist in developing, maintaining and monitor a list of approved contractors.
c	To assist in the clerical preparation of specifications and other tender documents, as instructed by Estates Management
d	To provide support when recording and renew college licences as advised by Estates Management.
e	To assist in maintaining statutory records for College vehicles & major plant and equipment, and to allocate minibs bookings on request using appropriate software.
f	To undertake the raising of orders for all sites and centres to include; the follow up of completion/delivery of works and materials.
g	To assist in using the department records to look for trends in spending, stock control and condition, defects on properties and to inform the Estates Manager accordingly.

h	To assist the Estates and Facilities Teams in monitoring customer satisfaction and ensure that the Estates Department delivers and demonstrates appropriate Value for Money.
i	To record and maintain all hazards/faults using the Estates Helpdesk Facility.
j	To check and prepare invoices for payment.
k	To be responsible for recording and maintaining all accident data and produce statistical data, as and when required.
l	To ensure that the appearance of the Estates office is tidy and well organised.
m	To help ensure procedures are adhered to and that procedure manuals (i.e. Health and Safety Policy) are updated as directed.
n	To produce/prepare documentation on a variety of formats, including Word, Excel and PowerPoint.
o	To adhere to the standards, values and other policies relevant to the aspirations of the College, including working flexibly.
p	To assist in the maintenance of an accurate and efficient filing and archiving systems
q	To provide cover due to sickness/holidays.
r	To provide any other reasonable clerical and support duties as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

PERSON SPECIFICATION

JOB TITLE Estate Support Administrator

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1. To possess a Level 3 Secretarial and Administration or equivalent 2. To possess a Level 3 Business and Administration or equivalent. 3. To possess a Level 2 ITQ qualification or equivalent 4. Maths and English Level 2	Application	a. First Aid Certificate b. Health and Safety qualification	
Professional Development	2. Evidence of ongoing professional development	Application		
Knowledge	3. Knowledge of purchasing & invoicing procedures 4. Knowledge of manual and computerised systems and procedures concerning recording monitoring systems.	Application/ Interview Application/ Interview	c. Knowledge of working in a College environment.	Application Application/ Interview
Experience	5. Experience of working within a administration/WP environment. 6. Experience of filing, monitoring and maintaining records. 7. Experience in using computers eg spreadsheets and	Application/ Interview Application/ Interview Application/ Interview	d. Experience in setting up computerised administrative systems. e. Experience in note taking at meetings. f. Experience of working in a College environment.	Application/ Interview Application/ Interview Application/ Interview

	databases.			
	8. Experience of monitoring and review systems.	Application/ Interview		
	9. Experience in liaising with members of the public and contractors/suppliers.	Application/ Interview		
Skills/ Qualities	10. Communication skills with emphasis on giving service and quality.	Interview		
	11. Using own initiative	Interview		
	12. An ability to work to deadlines and under pressure.	Interview		
	13. Ability to work within a team.	Interview		
	14. Flexible approach.	Interview		
Other	15. Commitment to College policies i.e. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter.	Application/ Interview		
	16. Appropriate dress and appearance.	Interview		
	17. Current driving licence and access to personal transport.	Application		
	18. Strong values and commitment to the College's ethos.	Interview		
	19. Demonstration of proactive support for equality, diversity and inclusivity.	Interview		

	20. A commitment to safeguarding and promoting the welfare of learners.	Interview		
--	---	-----------	--	--