Administrative Assistant

Job Description

General Purpose of Job:

To be the first point of contact for all Estates and Facilities enquiries to Orchard Hill College and Orchard Hill College Academy Trust (OHC&AT). To monitor and co-ordinate reporting on the facilities help desk system.

Functional Links

The Administrative Assistant will liaise with OHC&AT & OHC staff, suppliers and contractors to ensure that all requests from both the College Centres and the Schools/Academies are responded to in a timely manner.

Reporting Relationships

The Administrative Assistant will be expected to work under the direction of the Estates Coordinator.

MAIN DUTIES AND RESPONSIBILITIES:-

1. To be the first point of contact for Estates & Facilities enquiries.
2. To be responsible for recording and acknowledging any Estates & Facilities requests or concerns. Tracking and monitoring progress against actions on the Autotask facilities management helpdesk under the direction of A Estates Coordinator.
3. To be responsible for recording and acknowledging works put through on the facilities help desk, tracking and monitoring progress against actions, bringing concerns to the attention of the Estates Coordinator.
4. To provide administrative support to the Estates team.
5. To create reports from the Autotask facilities management systems as required.
6. If necessary, to attend alternative sites within Orchard Hill College & Academy Trust to assist the Estates Coordinator.
7. Respond to requests for the creation of ID Passes for all OHC, OHC&AT shared services staff and academies staff as required. Print ID cards and distribution to the relevant college centres and academies.
8. Maintain all records for credit card expenditure for OHC and OHC&AT credit cards used by the Estates & Facilities team. Reconcile card statements and upload receipts into the Access system.

9. Co-ordinate all holiday requests from OHC site supervisors, Senior Premises Officers and Estates & Facilities administrative staff. Document requests in the monthly maintenance spreadsheet.

10. Maintain maintenance spreadsheet for all OHC sites and disseminate to OHC site supervisors, Senior Premises Officers and other Estates team members prior to each College holiday period.

GENERAL RESPONSIBILITIES

1. To maintain information in a confidential manner, adhering to GDPR.
2. To regularly discuss with the Estates Co-ordinator current priorities in order to support the efficient and smooth administration of the Estates team
3. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
4. To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
5. Make regular use of training, development and self-assessment processes to improve the quality of work.
6. To recognise own strengths and areas of expertise and use these to advise and support others.
7. To establish constructive relationships and communication with colleagues and other agencies/professionals.
8. To treat all users of the College and Academies with courtesy and consideration.
9. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
10. To carry out all duties in accordance with Orchard Hill College & Academy Trust policies.
11. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

I agree the particular duties assigned to this post as set out above is a true reflection of my current role and responsibilities. However, I understand that these may be reviewed and amended in consultation with me in the light of any changes in the requirements and priorities within OHC&AT. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

POST HOLDER NAME: _____

Signed: _____ **Date:** _____

MANAGER'S NAME: _____

Signed: _____ **Date:** _____