**St Bartholomew’s School**



**Job Description**

Post: Facilities Administrative Assistant – Lettings and Health & Safety

Line Manager: Business Manager

Salary Range: APT&C Scale 3-4

**Principal Responsibility / Job Purpose:**

To manage lettings and the Health and Safety Diary on a daily basis and to provide administrative, clerical and general support to the Site and Business Managers in their roles.

**Principal Tasks:**

* Promoting and proactively managing all school lettings, minimising conflicts, highlighting where the gaps are, what opportunities for further lettings are available and producing regular updates.
* Liaise between hirers and Site Team to ensure cover and correct set ups.
* To pursue opportunities to generate more income from the use of the school’s facilities.
* Managing the bookings for the minibus and liaising with outside coach companies for transport for school trips.
* Carrying out DSE workplace assessments including keeping relevant records.
* Ensuring all Health and Safety audit records and requirements are maintained on a spreadsheet based H&S diary.
* Responding to telephone calls, promptly answering queries and communicating with the Facilities Team, including any printing required by the team. Dealing with emails, phone calls and messages daily.
* Diary management including preparing papers for termly H&S meetings, analysing and reporting on accident statistics, typing and distributing minutes.
* Administration to include:
	+ Word processing.
	+ Manipulating and supporting the development of spreadsheets.
	+ Working with and updating databases such as accident statistics and H&S updates.
	+ Use of the school intranet and email system.

**Other Duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Signed : …………………………………………………...................... Dated: …………………………………............

 Julia Mortimore, Headteacher

Signed : …………………………………………………...................... Dated: ………………………………….............

 Postholder

St Bartholomew’s School



# Person Specification

Post: Facilities Administration Manager – Lettings and Health & Safety

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| Key Criteria | Essential | Desirable |
| Qualifications and Training | * Good general education.
* Computer literate.
 | Knowledge of Health & Safety legislation. |
| Competence Summary(Knowledge, abilities, skills experience) | * In possession of good secretarial and word processing skills.
* An effective administrator and organiser.
* Good at relating to and communicating with a wide range of people.
* Adaptable and flexible.
* Confident enough to use own initiative.
* Capable of working under pressure.
* Discreet and maintains confidentiality.
* Ability to work in a way that promotes the safety and wellbeing of children and young people.
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Full training will be provided.