



Job Description and Person Specification

Title: Facilities Administrator

Reports to: Facilities Manager

Salary: Grade B £10,810 - £11,486 per annum (£16,000- £17,000 Full Time Equivalent)

Purpose: To provide high quality administrative support to the Estates Team in order to ensure a smooth service of helpdesk queries and ensure service level agreements are met.

Main Duties and Responsibilities

Estates Administration

- First point of contact for the Estates team for all email, telephone and radio calls
- Respond to all Helpdesk queries and keep jobs logged as required
- To monitor and action internal room bookings accordingly
- Greet contractors at Reception and take them around site as necessary
- To be responsible for the distribution of parcels and post across the site as necessary
- To meet and accompany Confidential Waste Contractors across College
- Distribution of paper across the site
- Manage College minibus bookings & hire of additional vehicles
- Manage and track the staff car park chip distribution
- Manage and track student and staff, bike and locker key system
- Manage and track the stationery orders for all staff
- Assist with Security administration as required including pre-booked Car Parking spaces & recording of COC's issued
- Manage the lost property system, following up with students and reporting back to SLT
- To assist with the setting up of exams including arranging tables and chairs as required
- Be on call as a First Responder when required

Lettings

- Be a first point of contact for Lettings enquiries, meeting prospective customers as requested
- Ensuring all meeting and hired spaces are prepared to user requirements and presented in line with college high standards
- Create and maintain invoice tracking sheets and report on budgeting accordingly
- Ensure any refreshment requirements for bookings are in place
- Work with Marketing to ensure promotion of our Letting Spaces
- Work with Finance to ensure prompt issue of invoices after the hire

Health and Safety

- Complete regular audits of each Department's Health and Safety paperwork and report findings to Facilities Manager
- Oversee Emergency Light testing on a monthly basis and ensure accurate records are maintained
- Provide comprehensive minute taking of Health and Safety Committee Meetings
- Ensure accurate record of daily/weekly/monthly inspections completed by the team

General Duties

- Contribute to other areas of college admin as required
- To comply with the Health & Safety Policy of the College and other instructions given as necessary and reporting, or rectifying where appropriate, safety hazards or unsafe working arrangements

Person Specification:

	Essential	Desirable	Method of assessment
EXPERIENCE			
Working in a college environment with young people 16-19 age range		√	A
Excellent administration, planning and organisational skills	√		A & I
KNOWLEDGE SKILLS & ABILITIES Knowledge of:			
Safeguarding and promoting the welfare of children and vulnerable adults		√	I
Competent knowledge of IT software such as Word and Excel	√		A
First Aid procedures or willingness to undertake first aid training	√		A & I
Ability to:			
To work under pressure	√		A & I
Have an ability to solve problems when they arise – using own initiative	√		A & I
Meet physical demands of the job	√		A & I
Skills:			

Highly organised, accurate and attentive to detail	√		A & I
Good verbal and written communication skills with people of all levels	√		A & I
Be able to prioritise tasks in a logical and effective manner	√		A & I
Enthusiastic, flexible and have a creative approach to tasks	√		I
Self-motivated, proactive, approachable and capable of working with minimal supervision within a team	√		I
Reliable, trustworthy and committed to achieving the highest professional standards at all times	√		I

The role will be part time of 25 hours per week across a full year. The hours will be Monday – Friday with flexibility on occasions to adjust the time of the daily hours and occasional weekend work. The salary will be pro-rata to accommodate the part time hours.