

Job Description

Job Title: Estates & Operations Assistant

Location: 183 Eversholt Street, London NW1 1BU

Hours of work: 09.00 – 17.00 (Monday – Friday)

Line Manager: Central Estates Officer (with a dotted line to PA to CFO)

Purpose of the role:

Supporting the work of the Estates & Facilities team across the Trust and provide high level admin support to PA to CFO (as and when required) and cover for Front of House.

Responsibilities:

- Provide admin support to the Head of Operations and Central Estates Officer, including light diary management.
- Providing high level admin support to the PA to CFO and CEO admin team.
- Assist in arranging meetings for the Operations teams as instructed.
- Research, book travel (car hire, flights, trains, taxis and hotels) and create itineraries.
- Undertake research as and when necessary.
- Collate, print and prepare correspondence and meeting paperwork as requested.
- Raise purchase orders (and reconcile) where required and liaise with relevant budget holder.
- Reconcile business expenses for CEO office admin team.
- Arrange business cards as required (via Receptionist).
- Ensure office notice boards are accurate and updated.
- Support any meeting coordinator/Receptionist with refreshment requirements.
- Assist with external/internal event administration as instructed
- Provide cover for the Receptionist during lunch breaks and annual leave
- Manage AET Administration Google Community including keeping membership up to date, monitoring posts, contributing and encouraging engagement
- Perform other clerical receptionist duties such as minuting/note-taking, document production, filing, photocopying, collating, faxing for other departments (if needed) etc

Educational Trips and Visits:

- Assisting with management of the Educational Visits tab for Comms Portal.
- Updating the Educational Visits community on Google as directed by the Central Estates Officer.
- Assisting with the preparation of reporting on trip statistics.
- Assisting with the relationship with the Trust's external trip management provider.

Academy Support:

- Acting as a first point of call for all Estate or Health and Safety related queries from Academy staff as well as the Building Ops team.
- Directing queries to colleagues at School Support Services as appropriate.
- Uploading documentation to the Estates/ Health and Safety areas of Comms Portal for all sites, as well as central areas as directed.

Accident and Incident reporting system:

- Providing help desk support for the use of AssessNET.

- Assisting with the preparation of reports to relevant committees on Accident and Incident statistics.

Health and Safety and Building Compliance:

- Coordinating Health and Safety Audits on behalf of the Trust (as instructed).
- Coordinating suitable training for Building Operations team and relevant academy staff to ensure the Trust are compliant, as directed by NHO and Central Estates Officer.
- Liaising with HR and Central Estates Officer to ensure all new HO staff have H&S Induction.
- Monitoring and tracking Estates and Building Ops trackers as directed by the Estates Officer or National Head of Operations.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. There may be occasions when it will be necessary to cover other roles within the AET or to work with other colleagues when there are peaks and pressing issues.
4. This job description may be varied to meet the changing demands of the AET at the reasonable discretion of the Line Manager/Chief Executive.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Effective: October 2018

Person specification:

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	A-level or above (including GCSE Maths and English A-C or equivalent)	Health and Safety eg First Aid Fire Marshal
Knowledge/ experience	Specific knowledge/experience required for the role	Experience in a similar role demonstrating strong administrative and communication skills	
Skills/abilities	Abilities	Excellent IT skills Excellent verbal and written communications skills Highly organised with the ability to organise others Work flexibly to meet deadlines Work effectively as part of a team Good eye for detail Ability to listen and assess information received	Use of Google mail and associated applications
Personal characteristics	Behaviours	Prioritise own workload and work under pressure Excellent interpersonal skills Maintain confidentiality at all times Initiative and questioning mind Adaptable and flexible subject to demands which occur at short notice	
Special requirements		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people Ability to travel as required	

