**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Estates Administrator (Maternity Cover) | **Department:** | Maintenance |
| **Hours of Work:** | 08:00 – 16:30 Tuesday, Wednesday and Thursday (some flexibility available) |
| **Responsible To:** | Estates Manager | **Responsible For:** | N/A |

**Summary of Role:**To provide personal administrative and information management support to the Estates Manager, in line with Statutory Compliance.

**Specific Responsibilities:**

1. Manage the Estates Manager’s daily work schedules by prioritising and presenting key tasks and work requirements; management of appointment schedules; planning and scheduling meetings.
2. Management of information requirements by transcribing, formatting, inputting, editing, retrieving, copying and transmitting data as required.
3. Manage Statutory Compliance including Fire Risk Assessment, Water Hygiene/Legionella Risk Assessment, COSHH safety data sheets, asbestos register, electrical PAT testing, floodlights and generators, gas servicing and gas LPG tank inspections, pressure system servicing, ensure Maintenance Team receive manual handling and working at height training, ladder log inspections and records, LEV dust and fumes records and servicing, lightning protection testing, ventilation/refrigeration, boiler and air conditioning servicing, gymnasium, trampoline and fitness equipment servicing and wired man safe systems.
4. Condense, break down, extract, summarise and organise actions resulting from the Fire Risk Assessment and Water Hygiene/Legionella Risk Assessment.
5. Organise preventative maintenance service contracts.
6. Track service visit frequencies.
7. Schedule required repairs following service visits.
8. Produce project lists – holiday project plans, painting plan, carpeting plan.
9. Liaise with contractors and service departments.
10. Maintain the Document Store.
11. To attend Estates, FMR, Health and Safety and Maintenance Team meetings.
12. Produce accurate meeting records and ensure resulting actions are completed.
13. Undertake projects as required; prepare reports following collection and analysis of information.
14. Answer and direct telephone enquiries.
15. Produce and update Citation Risk Assessments and COSHH data sheets.
16. Obtain Safety Data Sheets from suppliers.
17. Attend daily meetings with the Estates Manager.
18. Organise, attend and take minutes of Maintenance Team Meetings.
19. Log and prioritise actions resulting from Residential Property Inspections.
20. Record 5-year periodic electrical testing certification.
21. Complete Citation training and testing, ensuring procedure compliance.
22. Provide timesheets for Summer/temporary Maintenance employees.
23. Organise PAT tester calibration annually.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Qualification in Administration or equivalent experience.
* Excellent customer service skills.
* Ability to collate and present information in electronic format.
* Excellent record keeping.
* Ability to take minutes.
* Fluent and accurate written and spoken English.
* Excellent ICT Skills.
 | * Experience of working in an Estates Management team.
 |
| **Personal Behaviours** |  |
| * Excellent planning and organising skills.
* Exceptional attention to detail.
* Team player.
* Ability to think ahead, prioritise and plan work accordingly.
 |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
 |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
 |  |