

JOB DESCRIPTION

Job Title:	Estates Administrator	Department:	Estates
Hours of Work:	8:00 – 16.30 Monday to Friday, 52 weeks per year (Full Time or Job Share)		
Responsible To:	Head of Estates	Responsible For:	N/A

Summary of Role

To provide an accurate and efficient administrative support to the Head of Estates and Estates Department, promote a positive image and be a good ambassador for the Estates Department. To be a first point of contact for contractors and those planning to carry out works at Woldingham School. To respond to all incoming enquiries in a prompt, friendly and efficient manner.

Specific Responsibilities

Health and Safety Compliance:

- Ensure that statutory compliance documentation is uploaded to Computer Aided Facilities Management (CAFM) including, but not limited to fire risk assessment, fire system maintenance records, water hygiene/legionella risk assessment, asbestos re-inspections, electrical testing, floodlights and generators, gas servicing and gas LPG tank inspections, pressure system servicing, lift maintenance records, insurance inspection records, LEV dust and fumes records and servicing, lightning protection testing, Ventilation/refrigeration, boiler and air conditioning servicing, gymnasium, fitness equipment servicing and wired man safe systems.
- Ensure that any arising remedial recommendations are uploaded to CAFM.
- Ensure that preventative maintenance records carried out by Woldingham Staff such as emergency flick testing, plant room inspections and water hygiene flushing are uploaded to CAFM system, flagging any issues with the Head of Estates or Estate Manager.
- Ensure Maintenance Team's safety related training records are kept up to date.

Control of Contractors:

- Ensure that Quality Assurance, Safety, Health and Environmental (QSHE) checks are completed as part of on-boarding new contractors in accordance with Woldingham Schools' protocols.
- Ensure that relevant documentation required by the QSHE such as qualifications and Employers Liability, Public Liability or Professional Indemnity are filed and EL/PL/PI should be tracked on CAFM.
- Ensure that approved contracts, signed by the Bursar are uploaded to CAFM and terms and noticed periods are tracked.

Prior to signing in contractors, the following should be checked:

- Ensure that all contractors have an approved Risk Assessment & Method Statement (RAMS) in place that covers the work that is due to be carried out. The RAMS should be approved by the relevant Woldingham Manager overseeing the work.
- Ensure that all contractors attending site read through and sign the Woldingham Contractors Induction.

- Ensure that all contractors are informed of the requirement for contractor individuals to report to reception for ID and DBS checks on their first visit to site.
- Sign the contractors in/out on arrival/departure. Any contractors who overrun or plan to finish after business hours should be handed over at the end of the day to the Caretakers to ensure an out of hours sign out takes place.
- Issue any relevant keys ensuring that the key log is signed.
- A permit must be signed by the manager overseeing the work for any high risk works such as Working at Height, Hot Works, Electrical Works, or Confined Space.

Budgeting and Resource Management:

- Produce purchase requisitions for expenditure approval to be signed by either the Head of Estates or Estate Manager
- Update budget tracker to ensure that accurate planned expenditure records are maintained.
- Identify opportunities for cost savings and efficiencies without compromising on quality and safety.

General:

- Provide administrative support to the Head of Estates and the Estates Manager
- Cross checking with other departments to ensure that access is available for maintenance programme for all buildings and facilities.
- Coordinate and schedule maintenance and repair activities, ensuring minimal disruption to school operations.
- Track service visit frequencies.
- Produce project planners to support all estates activity including Maintenance, Grounds and contracted works.
- Liaise with contractors and service departments to arrange call-outs as required.
- Maintain the document store, ensuring that hard copy backups of statutory documentation are filed.
- To attend Estates, FMR, Health and Safety and Maintenance Team meetings as required.
- Produce accurate meeting records and ensure resulting actions are completed.
- Answer and direct telephone enquiries.
- Log Service Desk requests.

Be willing to undertake all and any other maintenance administration duties within the post holders skill-set and with appropriate supervision when necessary, as and when requested by the Head of Estates, Estate Manager.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> Educational attainment: Maths and English GCSE grade 5 or equivalent. Proficient user of Microsoft Office products including Outlook, Word and Excel with a high standard of accuracy. Proficient user of maintaining data in databases, with systematic and secure approach to managing data. Good communication and interpersonal skills and the capability to engage and work with diverse groups, including the public, parents and staff. Ability to plan and organise, being practical, resourceful, and flexible and able to take the initiative when necessary. Ability to work without constant supervision with energy and enthusiasm, particularly at busy times. Ability to be self-motivated working as part of a team or independently. Ability to think ahead, prioritise and work flexibly within your working day. Must be a driver or have access to a vehicle for work purposes due to the location of the school. 	<ul style="list-style-type: none"> Recent experience of working in a fast-paced education environment. Prior experience of working within a customer facing role. IOSH Managing Safety certification.
Personal Behaviours	
<ul style="list-style-type: none"> To be discreet and able to maintain confidentiality with the ability to be diplomatic when required. To present a highly professional and positive image of self and School to all callers and visitors. To be committed to the safeguarding of our students and visitors and supporting the ethos of the school. To be aware of the responsibility for personal health and safety as well as that of others in undertaking your duties as an Administrator. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> Committed to operating as part of the School community. Committed to the Sacred Heart Values. Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people. A satisfactory Enhanced Disclosure from the DBS. 	