

JOB TITLE: Estates Administrator

ACCOUNTABLE TO: Estates Manager

JOB PURPOSE: To provide administrative support to the Estates department, to support in the provision of a safe, clean secure and well maintained environment for students staff and visitors

KEY RESPONSIBILITIES

- To provide administrative support to the Estates Manager
- To act as the first point of contact for all Estates department enquiries
- To manage the Estates Helpdesk, ensuring that work orders are processed, assigned to the relevant member of the team and completed on a timely basis
- To support the administration of estates software packages for recording compliance actions and reporting, updating the system and preparing and distributing reports as needed
- To organise and minute meetings within the Estates department
- To support authorisation processes for the approval of overtime, TOIL and leave requests to ensure sufficient cover at all times across the College's estate
- To process Estates department purchase orders and act as the initial authorisation for departmental invoices, reconciling paperwork as required
- To assist the Estates Manager in the administration of routine maintenance and other contracts, keeping up to date records and ensuring that contracts are reviewed and renewed in a timely way
- To contact outside companies where necessary to obtain information, to obtain quotations, and to schedule appointments for work to be completed or relevant meetings
- To be responsible for premises and facilities lettings, including liaising with clients and colleagues, ensuring that all necessary paperwork is in place
- To be responsible for the administration of the set-up and take down of furniture in spaces used for internal and external examinations, liaising with the exams team in relation to

required layouts.

- To support the Central Administration team in relation to internal room bookings and associated furniture and equipment requests
- To maintain relevant data and information to support analysis and review of key aspects of the department's work
- To be responsible for the day to day management of key contracts, including for example pest control, hygiene and clinical waste contracts
- To liaise with the University of Leicester with regard to car parking and other operational matters
- To be responsible for the day to day management of the Estates vehicles

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education including English and Maths at GCSE grade 4/C or above	Essential	App/Certs
A levels or equivalent	Desirable	App /Certs
IT qualifications (for example RSA Stage 11 Word Processing, ECDL or CLAIT)	Desirable	App/Certs
Experience, Knowledge & Abilities		
Significant experience of working in an administrative capacity	Essential	App
Experience of customer service and liaising with a variety of people and organisations	Essential	App
Experience of working in college or school context	Desirable	App
Experience working within a Facilities team.	Desirable	App
Experience in administration of financial documents	Desirable	App
Confident and competent in the use of IT in a working environment	Essential	App
Excellent communication skills, both verbally and in writing	Essential	App/Int
Ability to work in a friendly and professional manner	Essential	Int
Ability to work effectively in a team	Essential	Int
Ability to use own initiative	Essential	Int
Ability to work with young people in a friendly and professional manner	Essential	Int
Capacity to work under pressure and without direct supervision	Essential	Int
Strong planning and organisational skills	Essential	Int
Interpersonal Skills & Qualities		
Energetic, reliable and positive	Essential	Int
Careful with routine tasks	Essential	Int
Willing to be flexible in approach to work	Essential	Int
Committed to the continuous improvement of services offered by the College	Essential	Int
Committed to the development of own skills	Essential	Int