

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Facilities Administrator
<b>GRADE:</b>	Harmonised Salary Scale Point 15 (£18,918)
<b>RESPONSIBLE TO:</b>	Facilities Assistant Manager/Technical
<b>RESPONSIBLE FOR:</b>	Providing efficient and effective administrative service across the Facilities Department for managers and teams, supporting the College's vision to become and sustain outstanding.
<b>DIRECTORATE:</b>	Facilities and Estates
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

## **PURPOSE OF THE POST**

The post holder will:

1. Working with a high level of autonomy, you will take responsibility for the provision of an effective and efficient administrative service.
2. Working as part of a team your focus will be the maintenance and production of accurate and timely management information.
3. Provide administrative support to the team to a high standard of accuracy and presentation, to include producing general correspondence, reports and the execution of general office duties.
4. Strive to achieve consistent outstanding provision.

## **DUTIES AND RESPONSIBILITIES**

### **Supporting Excellence Throughout The Student Journey:**

1. Assisting in the efficient and effective operation of the Facilities Department by being aware of the duties performed by members of the team and assisting wherever possible
2. Assist in the operation of the Facilities "Help Desk" ensuring maintenance and repair requests are recorded accurately and prioritised accordingly
3. Assist in raising purchase orders for the department through the College finance systems and financial regulations
4. Undertake and assist in the processing of invoices from the Facilities teams and Department, liaising with the College Finance Department and suppliers when required.
5. Undertake and assist in the preparation and coordination of Quotation and Tender documentation
6. Undertake and assist the Director of Facilities and Estates in recording and monitoring P&L and Capital expenditure

7. As and when required, act as the Security Control room operator to assist the security team
8. As and when required, record & collate security witness and evidential statements for presentation
9. Support the request for visitor and staff parking process and procedure for the College car parks
10. Take responsibility for ensuring the College fleet of vehicles assigned to the Facilities and Estates department are, serviced, inspected, repaired, have fuel cards and break down cover as required
11. Recording and monitoring energy usage through the Building Management System
12. Adhere to procedures and working practices that are in place, to cover routine department activities helping to provide a high quality service to the College

## **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Facilities and Estates Administrator	<b>Department:</b>	Facilities and Estates
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Business Administration or Similar Qualification at Level 3	<b>D</b>	<b>A</b>
English and Mathematics at Level 2	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Working effectively as part of a team, demonstrating exceptional written and verbal communication skills.	<b>E</b>	<b>A/I</b>
Highly competent in the use of Microsoft Office Outlook, Word and Excel.	<b>E</b>	<b>A/I</b>
Working with information systems, records system, maintaining records and searching for information.	<b>D</b>	<b>A/I</b>
Working in a changing environment requiring a flexible and responsive approach.	<b>E</b>	<b>A/I</b>
Helping to create, share and follow business processes and procedures.	<b>E</b>	<b>A/I</b>
Planning own work and meeting demanding deadlines in a varied and busy environment.	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Excellent verbal communication skills and the ability to work collaboratively with a wide range of stakeholders.	<b>E</b>	<b>A/I</b>
Excellent standard of written communication.	<b>E</b>	<b>A/I</b>
Excellent interpersonal skills and the ability to work as part of a large multi-location team.	<b>E</b>	<b>A/I</b>
Effective organisational skills and the ability to plan to meet challenging deadlines.	<b>D</b>	<b>A/I</b>
Ability to solve problems and use initiative.	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Clear focus on customer service, business partnership and support for the objectives of the department and the College.	<b>E</b>	<b>A/I</b>
Willingness to learn, develop and undertake additional training in order to drive excellence throughout the role and the directorate being supported.	<b>E</b>	<b>A/I</b>
Ability to recognise sensitive information, work closely with managers to address and areas of concern, and keep matters confidential.	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>D</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential D = Desirable A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	E. Hadley	<b>Date Produced:</b>	12/09/22
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