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## Job Description for Trust Estates Administrator

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**Responsible to:** Trust Director of Estates

**Based at:** Trust HQ, Normanton – there will be a need to travel to Trust sites, this will be approximately 1-2 times per month and travel will be reimbursed.

**Contract Terms:** Full Time\*, 40 weeks per year

*\*There may be some flexibility in the days/hours worked, please state your preference on your application form, this will be discussed at interview.*

### OVERALL PURPOSE OF THE POST

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- To assist the Trust Director of Estates and the wider estates team in the efficient and effective administration of Estates processes and compliance. To support with Health and Safety compliance.

### MAIN DUTIES

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#### Estates Support and Compliance

- To provide support to the Trust Director of Estates such as support to ensure necessary financial procedures and processes are adhered to with regards to invoices, orders, delivery notes, quotes, etc.
- Process orders for all planned, responsive and capital project orders for agreed sites. Provide and maintain accurate budget reports for all estates expenditure
- Administer licences for the Trust and ensuring all relevant documentation is up-to-date and in place.
- To help maintain an Asset Register for Trust Estates equipment.
- Administer the statutory compliance and pre-planned maintenance programme ensuring accurate records are maintained.
- Coordinate queries with contractors and companies following building and equipment repairs
- In conjunction with site teams and contractors plan coordinate responsive and planned building and equipment repairs.
- Work with the Trust Estates Secondary Lead to provide information for contracts and support the monitoring and effective deployment of these services
- Liaise with external service providers and suppliers as appropriate ensuring Academy needs, standards and safeguarding requirements are maintained and that any related queries are resolved in a timely and efficient manner
- Ensure the regular servicing of equipment is completed by Heads of Department and Technicians e.g., Fitness Suite, cookers, Design Technology machinery etc, and ensure the servicing of equipment records remain up-to-date.

- Assist with the administration of the Trust lettings policy with regards to lettings enquiries, booking confirmations/cancellations, public and site team liaison & communications. To ensure detailed records of all lettings are maintained for inspection.
- Support with lettings invoicing queries ensuring financial procedures are adhered to.
- Coordinate and book training and development for all site team members.
- To process orders for personal protective equipment and clothing and maintain accurate records of requests received and orders raised.
- In the absence of the Trust Director of Estates, ensure records of risk assessments and liability insurance are made available to site teams.
- To maintain accurate records of energy consumption and liaise with trust environmental leads with the sharing of information.
- Responsible for the development and maintenance of an estates SharePoint site.
- To maintain centralised records of all estates weekly, monthly or annual inspections and checks
- To assist with the procurement of services and functions pertaining to the Estates service.
- To provide information and options available for Estates related contracts
- To carry out any other duties required by the Trust and as requested by the Trust Director of Estates commensurate with the grade.

#### Trust Communication

- Help lead the development and upkeep of the Trust area on the SharePoint site as an internal communication and marketing tool for staff.

#### Additional Responsibilities

- Support the Health and Safety Manager with policy and compliance processes as agreed with the Trust Director of Estates.
- When required provide administration support towards GDPR processes and policy reviews
- Provide administration support for delivery of all Trust Estates Capital Investment projects including School Condition Allocation and all grant funded projects
- Undertake other duties as requested.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Trust Estates Administrator

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using computerised administration systems.</li> <li>• Experience of using Microsoft Word and Excel to an intermediate level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education at GCSE level or equivalent.</li> <li>• Excellent word processing skills.</li> <li>• High level of IT skills.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer services/care approach to work.</li> <li>• Attention to detail/accuracy.</li> <li>• Excellent organisational skills.</li> <li>• The ability to behave in a corporate way, communicating and promoting the college's vision and values to staff and students, stakeholders and partners, and contracted staff.</li> <li>• The ability to think and plan creatively.</li> <li>• The ability to handle pressure, to prioritise tasks and to meet deadlines.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• The ability to communicate effectively with a wide range of individuals and groups, both verbally and written.</li> <li>• Good problem-solving skills.</li> <li>• Ability to work effectively as part of a team but also to work using your own initiative.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• An interest in the education sector.</li> <li>• Willingness to contribute to whole college events.</li> <li>• A supportive and empathetic approach to students.</li> <li>• Ability to cope with unexpected situations.</li> <li>• Enthusiasm and commitment for the post.</li> </ul>	

