



Job Description

Directorate/Division: Estates

Title of Job: Estates Administrator

Responsible to: Estates Coordinator

Key Purpose: Within the context of the College's commitment to providing quality education and training for all, to work within a multi-disciplined Estates team providing a range of support services to the College community as a whole.

Grade: Scale 5

Location: **Based out of** Paddington Green Campus, but will be required to work across the College.

MAIN DUTIES AND RESPONSIBILITIES

1. To work under the supervision of the Estates Coordinator delivering a range of services to support the staff and students of the College through the work of the department, both as a member of the team and on own initiative.
 - General administrative assistance to the department
 - To issue purchase orders as requested; reconciling and recording of invoices received against orders placed.
 - To maintain accurate and up-to-date records pertaining to Estates.
 - To compile and analyse statistical data as required in order to improve the efficiency and cost effectiveness of the department.
 - To answer telephone calls and respond positively to enquiries of personal callers.

2. To cover the Central Reprographics service when the Reprographics Officer is on leave, and where there is a high demand of this service.
 - Competent use of specific software particular to the reprographics service.
 - Use of a range of print equipment including, but not limited to, high volume printers, large format printers and colour equipment
 - Use of a range of finishing equipment including, but not limited to, binders, laminators, paper drill, folding machines, booklet makers

3. To cover the mail room services as required; receiving and sorting mail into designated mail trays and franking outgoing mail; receiving, and logging receipt of,

parcels/packages; delivering mail/packages between sites when required. Updating post tray labelling (mainly PG & WG campuses).

4. To administrate the Estates help-desk
5. To undertake any other such duties, commensurate with the grading of this post, as required.

Additional essential responsibilities:

1. To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
2. To undertake any such other, broadly analogous task as the Principal or their delegate may from time to time determine, or the demands of the College may require.
3. To carry out the above duties at all times with the College's Equal Opportunities, Health and Safety, No Smoking and Quality Management Policies.
4. To carry out his/her duties and responsibilities at all times with due regard to the College's Safeguarding, Equal Opportunities, Health & Safety, No Smoking and Quality Management Policies.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to all the College centres and to other external venues
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet external needs which may include working evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

This job description is current at the date of issue. As and when the work of the College develops or changes so the areas of responsibility may be subject to change, and the job description will be reviewed. Such changes will, in the first instance, be made in consultation with the post holder.

FM September 2023

Person Specification – Facilities and Support Services Assistant

Minimum requirements of the post, with an indication of how these are to be assessed.

1	Experience/Knowledge/Skills/Abilities	Essential	Desirable
1.1	Demonstrable experience in an administrative environment	✓	
1.2	Proven reliability and a flexible and responsible approach to work with the ability to work independently as well as part of a team, being pro-active and showing initiative.	✓	
1.3	The ability to respond to the manual handling requirements of the post. To be able to lift and carry items of reasonable size and weight within the guidelines of health and safety directives.	✓	
1.4	Experience of mail franking and a working knowledge of Royal Mail procedures and the process of mail sorting.		✓
1.5	Ability to communicate effectively, orally and in writing, so as to be able to undertake the wide range of duties involved in this post	✓	
1.6	Ability to prioritise and work to deadlines.	✓	
1.7	Good literacy/ numeracy skills for written communications, the handling of cash and accurate compilation of statistical data.	✓	
1.8	Demonstrable understanding of the importance and need for maintaining confidentiality in certain areas of the work.	✓	
1.9	Basic IT skills including Microsoft Office.	✓	
1.10	Ability to organise own workload effectively without supervision.	✓	
1.11	Ability to understand and apply the College's policies and practice in relation to Health and Safety combined with a practical approach to Health and Safety in the working environment.	✓	
1.12	Ability to use, knowledge and experience of specialist reprographics packages and ancillary equipment.		✓
2	Qualities/Genuine Occupational Requirements		
2.1	Enthusiastic and able to inspire students and clients	✓	
2.2	Prepared to participate in new developments and contribute professional advice	✓	
2.3	To have an understanding of, and commitment to Equal Opportunities in practice.	✓	
2.4	In addition to candidates ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; • Attitudes to use of authority and maintaining discipline; 	✓	