

Job title:	Estates Administrator
Reports to:	Estates Team Leader
Business area:	Estates
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

The Estates Administrator will provide administrative and operational support across the Estates function, contributing to the smooth running of services within Health & Safety, Maintenance, procurement, and general office operations. The postholder will develop core skills and experience while supporting day-to-day tasks and longer-term Estates activities

Duties and responsibilities:

- Carry out routine office duties including word processing, excel spreadsheet, photocopying, filing, archiving, and document management.
- Support procurement tasks and assist with budget-related administration.
- Open, sort, and distribute both internal and external mail.
- Assist with car park bookings, external booking enquiries, and internal surveys.
- Provide administrative support across all Estates services, including Maintenance and Health & Safety.
- Carry out data inputting, answer telephones, and respond to routine queries.
- Prepare agendas and take minutes for Estates meetings and Health & Safety meetings.
- Produce letters, reports, and other documentation as required.
- Support the Health & Safety team by receiving and recording incidents and near misses into the specialist H&S software system.
- Assist with inspections, testing of equipment, and supporting policy and procedure delivery
- Help maintain accurate records and ensure documentation is filed and updated appropriately.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into college life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Estates Administrator		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u>		
GCSE Maths and English A*-C/9-4 or equivalent	Essential	Application
Safeguarding and Prevent training, or to be completed within one month of appointment	Essential	Interview
IT qualification or relevant experience	Desirable	Application
<u>Relevant Experience:</u>		
Experience of working in a customer focused environment	Essential	Application, Interview
Answering queries via telephone, email and in person	Essential	Application, Interview
Working in a busy office environment	Essential	Application, Interview
Previous experience of working in an education environment	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
The ability to work on own initiative and find solutions	Essential	Interview, Task
Administration and IT skills including MS Office packages	Essential	Interview, Task
Communication skills both verbal and written	Essential	Application, Interview, Task
Organisation skills	Essential	Application, Interview, Task
Time management skills, with the ability to prioritise workload and meet deadlines	Essential	Interview
The ability to form and maintain professional relationships and professional boundaries with all students	Essential	Interview
The ability to work as part of a team	Essential	Interview, References
<u>Additional Factors:</u>		
Commitment to providing a quality service	Essential	Interview

Is responsible and committed to achieving targets and deadlines	Essential	Interview
Adaptable to change	Essential	Interview
Helpful, and have the ability to promote customer care	Essential	Interview
Willingly takes on new tasks/adopts new approaches as required appropriate to the job role	Essential	Interview
A commitment to the principles of Equality & Diversity	Essential	Interview
As the College Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.