

JOB DESCRIPTION

Job Title:	Estates Administrator
Hours:	Full time, All year round
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Estates Manager
Liaison with:	Support Services Teams, External Stakeholders, Head of Estates, Estates Manager, Contracts and Procurement Manager

Location:

The role is part of the ATLP Central Services team, flexible and mobile working is encouraged. Travel across ATLP sites may be required.

Job Purpose:

To provide an administration service to support the Operations & Estates Team in delivering services to schools, inclusive of estates, facilities, and capital projects. To act as a point of contact for internal and external stakeholders, assisting in the day-to-day functioning of estates and facilities capital project matters across the Trust. To ensure high quality service delivery is maintained at all times, via effective coordination and management of administrative duties.

Key Responsibilities

- Responsible for assisting in the coordination and delivery of day-to-day estates and facilities capital projects across the Trust.
- Support in the coordination and delivery of an effective Operations & Estates service. Attend meetings as required and produce minutes, reports and/or action plans.
- Coordinate the analysis and provision of data and reports to stakeholders at an operational and strategic level. This includes data analysis relating to estates, projects, and budget management. This will be on both a regular and ad hoc basis, according to need.
- Support the team in the coordination of efficient and effective utilisation of labour, equipment, and financial resources to support school needs and within allocated budgets.
- Monitor incoming requests, using triage and prioritisation to allocate them to the right members of the Operations & Estates team or site staff at the right time.
- To support with arranging site staff cover as and when required and collating Operations & Estates Team absence returns where relevant.
- Work with the Operations & Estates Team Managers to ensure the satisfactory completion of all estates administration including obtaining quotes, raising purchase orders, checking invoices before payment where relevant.

- Maintain a Trust wide project plan with all relevant information to support strategic project planning and the related strategic capital investment planning where relevant.
- Monitor and approve expenditure and raise purchase orders for all Operations & Estates budgets, to ensure effective prioritisation of spend. Provide data and reports relating to budget spend as required, on a regular or ad hoc basis.
- Manage data in the ATLP estates system and ensure it is kept up to date with all required information where relevant. Use data from this and any other systems or areas to support managers with effective Operations & Estates reporting to stakeholders.
- Liaise with legal partners to obtain basic legal advice when required
- Support in the daily coordination of any suppliers and contractors who support with effective and compliant delivery of estates, capital projects, health and safety
- Support the control and coordination of all planned and reactive maintenance by ensuring site staff have work appropriately allocated and the estates management system is kept up to date where relevant.
- Support with the coordination of Operations & Estates staff training as required.
- General administrative duties as required to support the Operations & Estates.
- Liaising with other teams within ATLP, or externally, to ensure that Operations & Estates matters are dealt with in a timely manner.
- To work flexibly and provide cross cover to other members of the team as and when required, often at short notice

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.

- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Estates Administrator

MOA – Method of Assessment

AF – Application Form

I – Interview

	Essential	Desirable	MOA
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English grade 4-9 (A-C) or equivalent Administration qualification or equivalent relevant experience 	<ul style="list-style-type: none"> A-Level or equivalent 	AF/ certificates
EXPERIENCE	<ul style="list-style-type: none"> Extensive administrative experience within a fast paced working environment. Excellent organisational and diary management skills to enable completion of all planned tasks, whilst maintaining capacity and ability to pick up reactive issues and manage them effectively. Experience with project coordination 	<ul style="list-style-type: none"> Experience working with contractors and suppliers and other external stakeholders in an education setting. 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to take accurate and concise minutes. Ability to develop and maintain efficient record keeping systems 		
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> We take ownership We work collaboratively with others We embrace and demonstrate a commitment to the One Trust vision We demonstrate a positive can-do attitude at all times We are solution focussed 		
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults		