

Job Description for the Post of Facilities Coordinator, Orchard Hill College

Functional Links:

The post holder will liaise with a variety of internal and external stakeholders to maintain a safe and compliant environment offering a high standard of service to OHC&AT.

Reporting Relationships:

The College Facilities Coordinator will report directly to the Head of Facilities and will line manage the Estates & Facilities Administrative Assistant. Collaborate closely with the College Facilities Managers and Supervisors.

Job Purpose:

To provide a high level of facilities support to the Estates & Facilities Team to ensure an efficient and coordinated service.

To create, maintain and support the development of proficient and consistent systems that assist with the smooth running of the Estates & Facilities activities and compliance.

Key Responsibilities:

- To provide efficient administrative and operational support to the Estates & Facilities Team to ensure the Team operates in a coordinated and proficient manner.
- Line Manage and support Facilities Assistant including responsibility for performance management, development, supervision and workload allocation.
- To be responsible for the effective management of the OHC&AT fleet, to include:
 - Ensuring College fleet of minibuses and Multi Person Vehicles (MPV) comply with legal and safety standards, including tax, servicing, safety checks (Permit 19), insurance, MOT and blue badge applications..
 - The processing fault and incident reports with appropriate follow up activities as required.
 - Managing and maintaining the Academy and College vehicle database tracking annual requirements for each vehicle; ensuring that appropriate action is taken in a timely manner to ensure vehicles are legally roadworthy
 - Conducting research of breakdown cover renewals to ensure best value for money as appropriate.
 - Managing the applications for new and renewal of blue badge licenses.
 - The management and monitoring of driver license status on a 6 monthly basis to ensure effective licensing is in place to afford compliance.
 - Work with Academies and Colleges on short-term vehicle hire.
 - The scheduling of driver training as appropriate.
 - Monitoring of College drivers logs.
 - PCNs
- Support the Estates & Facilities Team in the monitoring and supervision of the facility team tasks, scheduling and allocating work, checking for quality and completion, liaising closely with the Facilities Business Partners and Facilities Staff.
- To work closely with Facilities Business Partners and College Facilities staff monitor service delivery standards.
- Collate and digital file service reports in an electronic management system.
- Responsible for managing and organise both physical paperwork and electronic files to ensure efficient information storage and retrieval.
- Assist in the allocation and co-ordination of staffing cover, assigning tasks to staff and managing workloads and timescales as necessary.

- Support in the development, maintenance and review of the iAM Compliant Facilities Helpdesk and Compliance System.
- To assist with the completion of tasks in iAM Compliant such as recording meter reading and uploading service sheets, monitoring and scheduling one off jobs.
- Audit the iAM Compliant helpdesk system, for allocated tasks by the Facilities Assistant to contractors or internal Facilities staff and generate reports when required.
- Monitor the College sites on iAM Compliant to ensure they stay within the green status of compliance, advise the Facilities Business Partner where appropriate and assist with actions as necessary.
- To assist with the co-ordination of staff to fulfil duties, arrange schedules in support of Facilities Business Partners to cover absence or annual leave.
- To manage Facilities resources, including organising the order of supplies within the OHC&AT financial regulations.
- General administrative duties to support the Estates & Facilities Team.
- To report faults to service providers as required.
- Arranging and attending meetings, taking and distribution of notes.
- To ensure the Estates & Facilities contract register for College is up to date and work in conjunction with the procurement department. and purchasing orders are raised in a timely fashion for all PPM works.
- To be responsible for the record keeping of MIDAS certificates ensuring they are kept current and recorded.
- Support the monitor service contracts and contractor by tracking KPIs and maintaining communication.
- Maintain accurate key-holder records and keys to premises and OHC&AT vehicles.
- Auditing of site keys, alarms codes and other critical access instructions are up to date and are available should a critical incident occur or for use by the Facilities staff.
- Maintain records and receipts in an electronic filing system of credit card purchases on the OHC credit cards to enable credit card holders to complete the financial process in a timely manner.
- Any ad hoc duties that may be required within the remit of the role.

General Responsibilities

- To maintain confidentiality at all times, adhering to GDPR and organisational data protection procedures.
- To regularly discuss with the Head of Facilities current priorities in order to support the efficient and smooth administration of the Estates & Facilities team.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- To actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
- Engage in regular training, development and self-assessment processes to improve the quality of work.
- Recognise personal strengths and areas of expertise and use these to advise and support others.
- Build and maintain constructive and professional relationships and communication with colleagues and other agencies/professionals.
- Treat all users of the College and Academies with courtesy and professionalism, consideration and respect.
- To present a positive personal image, contributing to a welcoming inclusive environment which supports equal opportunities for all.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Facilities Coordinator, Orchard Hill College

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics	Essential
	Relevant Level 3 qualification in Business Administration, Facilities Management, Estates Management or equivalent experience	Essential
	Evidence of continuing professional development relevant to facilities, compliance, administration or management	Desirable
	IOSH Working Safely/Managing Safely or equivalent Health & Safety qualification	Desirable
	Management or supervisory qualification (e.g. ILM)	Desirable
Experience	Significant experience providing administrative and operational support within a facilities, estates, property, compliance or similar environment	Essential
	Experience of coordinating multiple tasks, schedules, contractors, records and deadlines in a fast-paced environment	Essential
	Experience of line managing, supervising or coordinating staff and workloads	Essential
	Experience of maintaining accurate compliance, health and safety or asset management records using digital systems	Essential
	Experience working within an education, public sector, healthcare, special school or college environment	Desirable
Knowledge & Understanding	Understanding of facilities management, statutory compliance and health and safety requirements relevant to educational establishments	Essential
	Knowledge of vehicle fleet administration, including MOTs, servicing, insurance, driver checks and licensing requirements	Essential
	Understanding of GDPR, confidentiality and information management requirements	Essential
	Understanding of safeguarding and child protection responsibilities in line with Keeping Children Safe in Education (KCSIE)	Essential
	Understanding of the needs of young people with special educational needs and disabilities (SEND) and the importance of creating safe, inclusive environments	Desirable
Skills & Abilities	Excellent organisational skills with the ability to manage competing priorities, monitor deadlines and maintain accuracy	Essential
	Strong IT skills, including Microsoft Office applications and the ability to use compliance, helpdesk and database systems effectively	Essential
	Ability to analyse information, produce reports and maintain accurate records and filing systems	Essential
	Strong communication and interpersonal skills, with the ability to build effective relationships with staff, contractors and external agencies	Essential
	Ability to identify issues, use initiative and implement practical solutions to maintain service continuity and compliance	Essential
Personal Attributes	Commitment to safeguarding, promoting the welfare of children and young people, and maintaining professional boundaries	Essential

	Proactive, flexible and resilient approach, with a willingness to respond to changing priorities and operational needs	Essential
	Commitment to equality, diversity and inclusion, treating all individuals with dignity and respect	Essential
	Positive, collaborative and customer-focused attitude with a commitment to continuous improvement	Essential
	High levels of integrity, discretion and professionalism, with the ability to handle sensitive information confidentially	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*