

JOB DESCRIPTION

Section: Administration	Reports to: MAT Estates Manager
Job Title: Facilities Admin	
Working Pattern: 37 hours per week	Weeks per annum: 39

PURPOSE OF JOB

To provide efficient and professional administrative support to the MAT Estates Manager and site teams, maintaining and improving administrative systems as needed. Strong communication skills are essential to effectively process complex information and relay key details and action points to the team. The role also involves ensuring the smooth operation of the Facilities team, managing multiple tasks with ease.

MAIN DUTIES AND RESPONSIBILITIES -

To ensure the provision of general administrative services

- Support the Estates Manager and site teams with the administrative workload.
- Ensure all issues raised are responded to in a professional and timely manner.
- Liaise with third party suppliers / contractors, monitoring performance.
- Support the Estates Department in maintaining a consistent and efficient service across the campuses. Including ensuring all Planned Preventative Maintenance (PPM) schedules are up to date.
- Helpdesk 'every' management, monitoring and responding to job requests, including liaising proactively and reactively with other staff and supply chain partners,
- Production of monthly reports identifying performance against agreed targets and budgets.
- Act as first point of contact within the Estates office during working hours.
- Monitor the Compliance for all campuses via 'every' system
- Deal with emails, post and deliveries and maintain responsibility for the office
- Update Smart log – run reports

- Liaise with Site staff across all campuses, assist where needed.
- Maintain the Vehicle log.
- Monitor the vehicle tracking and raise reports.
- Raise Purchase Orders as necessary

MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To always maintain confidentiality in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Academy, appreciate, and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.