

Job Description for the Post of *Facilities Administration Assistant*

Job Purpose:

To provide a proactive and detail focused support to the Estates and Facilities Team to assist in effective running of our facilities department, with a particular focus on compliance administration and data management.

Key Responsibilities:

Administrative Support:

- Provide day-to-day administrative support to the Facilities team, including answering emails, phone calls, tracking contractor works, and managing documentation.
- Raising, tracking and sending purchase orders for planned and reactive works, with assistance, ensuring alignment with budgets and financial regulations.
- Monitor shared inboxes and coordinate internal and external communications related to facilities operations.
- Maintaining filing systems both physical and electronic management systems.
- Take meeting notes, distribute and follow up actions.
- Set up and maintain a shared electronic filing system to ensure Facilities staff can upload credit card receipts, enabling the cardholder to efficiently update the financial system.
- Raising of requisition and converting purchase orders.

Compliance Coordination & Scheduling:

- Assist the Facilities Co-ordinators in the scheduling and booking statutory and regulatory compliance works (e.g., fire safety, gas, water hygiene, electrical testing) for College sites.
- Liaise with approved contractors and service providers to ensure timely execution of planned compliance activities.
- Maintain and update iAM Compliant to ensure all required checks maintenance and servicing are completed on time for all College and Academy sites.
- Ensure all documentation (e.g., certificates, reports, service sheets) are collated, verified, remedial noted and schedule and along with action plans and stored systematically on iAM Compliant and any information missing, unscheduled is notified up to the College or Academy Facilities Coordinator.
- Monitor the iAm Compliant helpdesk system, allocate tasks to contractors or internal Facilities staff and generate reports when required.

Data Management & Analysis:

- Assist in managing and maintaining accurate records and databases relating to premises compliance, inspections, and certifications.
- Analyse compliance data to identify trends, gaps, and overdue tasks, and escalate issues proactively.
- Produce regular reports for internal stakeholders, summarising compliance status, upcoming requirements, and performance metrics.
- Assist with data preparation for audits, inspections, and internal reporting purposes.
- Contribute to continuous improvement of data accuracy, structure, and reporting processes.

General Facilities Support:

- Assist with coordination of minor works, site mobilisation, office moves, and reactive and routine maintenance as needed.
- Respond to staff queries related to facilities and escalate issues appropriately.
- Promote and ensure health, safety, and environmental standards are upheld in all areas of responsibility.

- Production of ID Cards
- General oversight of the OHC and OHCAT head office environment, including responsibility for coffee machines.

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 Administration Assistant

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
Education, Training and Work Qualifications	Administration Qualification	Desirable
	Maths and English GCSE grade C/4 or equivalent.	Essential
Knowledge	Experience of Facilities, Compliance	Essential
	Knowledge of H&S regulations and legislation including COSHH and Risk Assessments	Essential
	Knowledge of MS Office systems, intermediate level.	Essential
	Knowledge of GDPR	Desirable
	Knowledge of Safeguarding Children and Vulnerable Adults.	Desirable
Skills and Abilities	Demonstrable attention to detail.	Essential
	Data Analysis	Desirable
	Good oral and written communication skills.	Essential
	Ability to relate in a professional way with a wide range of personalities.	Essential
	Strong data management and organisational skills	Essential
	Experience in using a CAFM or compliance management system	Essential
Relevant Experience	Working in a Facilities / Buildings environment	Essential
	Experience in an educational environment.	Desirable
Other Requirements	Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.	Essential
	Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.	Essential
	Able to work as part of a team; be adaptable and supportive of colleagues.	Essential
	Ability to interact with learners sensitively and flexibly.	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.*