

JOB DESCRIPTION

Section: Administration	Reports to: MAT Estates Manager
Job Title: Facilities Administrator	Grade/Salary Bucks Pay Range: 3 £27,310 – £29,295 per annum
Working Pattern: 37 hours per week	Weeks per annum: 52

PURPOSE OF JOB

To provide effective and professional administration support to the MAT Estates Manager and site teams. To maintain administration systems, looking to improve efficiency and develop where necessary. A strong communicator who can receive and process complex information effectively and ensure key-information and action points are communicated to the Team.

To ensure the smooth running of the Facilities team, multi-tasking 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 against Key Performance Indicators (KPI's) and Service Level Agreements (SLA's)
- Support the Estates Department in delivering a consistent and efficient service across the campuses. Including ensuring all Planned Preventative Maintenance (PPM) schedules are up to date and that remedial works are undertaken quickly.
- Helpdesk 'every' management, monitoring and responding to job requests, including liaising proactively and reactively with other staff and supply chain partners,
- Ensure that supplier and contractor vetting, Risk Assessments, Method Statements (RAMS), Permit to work and Construction Design Management (CDM) processes are used at all times and are fit for purpose. .
- 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.
- Maintain asset register of site tools and equipment.
- Ensure appropriate quotes and tenders are in place
- 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.