



Lord Grey Academy
Lord Grey Can



PREMISES ADMINISTRATOR

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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Advertisement

PREMISES ADMINISTRATOR

Permanent

Hours of Work: Monday to Friday 9.30am to 1.30pm

20 hours per week

39 weeks per year - Term time plus training days

Tove Learning Trust Band E - £23,114 - £23,500

Actual annual starting salary: £10,746 per annum

An exciting opportunity to be part of our Premises Team has arisen. We are looking to appoint a highly capable and proactive Administrator to support the development and legislation compliance of the school premises at Lord Grey Academy.

The successful candidate will play a key role in providing day to day administrative support with compliance, maintenance schedules, orders and suppliers. Promoting and scheduling the hire of the school facilities, to be used by the local community.

You will need to be flexible, highly organised and able to prioritise a busy workload, have good communication skills, good office skills and be ICT literate. You will enjoy working with people from varied backgrounds and cultures.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Thursday 11th July 2024. Interviews to be held on Wednesday 17th July 2024.

Only successfully short listed candidates will be contacted.

Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





JOB DESCRIPTION

Role: Premises Administrator
Responsible to: Site Manager
Based at: Lord Grey Academy
Hours: 20 hours per week, 39 weeks per year
Grade: Grade E, points 4 to 5

Job Context

To support and promote the efficient running of the school's premises' and lettings procedures and services.

Key Responsibilities

- To support and promote the efficient running of the school's premises' procedures and services.
- To support the efficient running of the school's lettings procedures and services.
- Other general duties

Job Description

Responsibility area 1 - Premises

- 1) To organise and liaise with contractors to meet the planned maintenance regime
- 2) To seek quotes, schedule contractors, obtain schedules of work and certification for all emergency, minor and major works
- 3) To keep an up to date spreadsheet record of work planned/undertaken/completed
- 4) To maintain the academy health and safety portal with completion certificates and certificates of inspection, as outlined by the health and safety portal requirements
- 5) To meet on a regular basis with the Site Manager to discuss progress of planned works
- 6) To work with the Site Manager to plan and coordinate developments to the school campus
- 7) To work with the site team to identify and order stock replacement items
- 8) To work in a flexible manner with colleagues in scheduling appropriate times to undertake work
- 9) To maintain a well organised filing system to meet Health and Safety principles
- 10) To manage the Smartlog system ensuring that all colleagues have completed their Health & Safety and Fire Awareness training
- 11) To carry out general clerical duties to support the smooth running of the premises team

Responsibility area 2 - Lettings

- 12) To manage all Lettings by outside agencies including application process, identification, DBS and insurance by following current guidelines
- 13) To schedule lettings to maximum capacity, ensuring close monitoring of the school calendar activities
- 14) To coordinate and inform the services provided across the campus, e.g. Site Team and security, Marketing and Finance
- 15) To raise monthly invoices, chasing overdue payments and maintain accurate billing
- 16) To maintain accurate documentation and records of the hirers
- 17) To carry out general clerical duties to support the smooth running of the lettings process

Responsibility area 3 - General

- 18) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 19) To undertake such duties as may from time to time be reasonably assigned by the Principal
- 20) To observe all school policies, procedures and working practices
- 21) To strive towards continuous improvement and to foster an enterprising culture
- 22) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- 23) To contribute towards the delivery of high quality education for all students



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Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION

EXPERIENCE / KNOWLEDGE	Essential	Desirable	How evidenced
Experience of premises / facility management		✓	A I
Experience of working with computers	✓		A I
Experience of working in a school environment		✓	A I
Experience of office administration	✓		A I
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
IT skills, including the use of word processing and spreadsheets	✓		A I
Google suite including Drive, Sheets, Docs etc		✓	A I
Sound organisational skills	✓		A I R
Awareness of relevant Health and Safety requirements		✓	A I
Ability to communicate effectively, both verbally and in writing	✓		A I R
Interpersonal skills	✓		A I R
Good telephone manner	✓		A I R
Some project management experience		✓	A I
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A I
Commitment to quality and continuous improvement	✓		A I
Ability to work under pressure	✓		A I R
Organised and committed to quality	✓		A I
Accuracy and attention to detail	✓		A I
Confidentiality	✓		A I
Team orientated	✓		A I R
Customer oriented	✓		A I R
EDUCATION / QUALIFICATIONS	Essential	Desirable	How evidenced
Equivalent of 4 GCSE subjects at Grade C or above	✓		A
Evidence of further qualifications		✓	A
Willingness to undertake further work related training	✓		A I



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OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Willingness to be flexible with working hours to respond to school's needs	✓		A I
Commitment to uphold the School's Equalities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference