



Teddington School

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Headteacher: Kathy Pacey NPOH

Bourne Education Trust



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Job Description: Premises Administrator

Grade: Scale 6 - NJC 21-25

Hours: 25 hours per week over 52 weeks per year. Some flexibility available on hours to meet the school's operational needs, with a minimum of three days on site per week.

Responsible to: School Business Manager

Main Purpose

To be the lead administrator for the premises function of the school, supporting the School Business Manager and Premises Supervisor to ensure Health, Safety and Compliance.

Specific Duties and Responsibilities

- To work closely with the Premises team in school to support their work processes through monitoring the helpdesk and communicating any updates to staff who have raised jobs.
- To co-ordinate urgent and routine maintenance and inspection works across the school that cannot be resolved by the premises supervisor, including:
 - Clarifying the work that is required;
 - Exploring the most cost-effective method of achieving resolution;
 - Seeking quotations and in doing so adhering to the Bourne Education Trust's procurement rules;
 - Seeking approval of quotations from the Business Manager prior to proceeding with works;
 - Raising purchase orders for works;
 - Liaising with the Business Manager and the Premises Supervisor to agree dates and times for works;
 - Escorting contractors around the site as required;
 - Liaising with contractors to ensure that works are delivered in line with the approved quotation;
 - Liaising with the Business Manager in relation to quality assurance for the completed works; and
 - Notifying and liaising with colleagues in relation to works where applicable.
- To oversee the schools' statutory inspections and compliance checklist, under the supervision of the Business Manager, and ensure that these are all kept up to date and that the School remain compliant, with all school inspection records maintained effectively and up to date.
- To, at the point of renewal, seek best value quotes for planned preventative maintenance and compliance contracts.
- Raise purchase orders for premises-related supplies as requested, securing approval from the Business Manager prior to proceeding.
- Update premises related policies in liaison with the Business Manager.
- Undertake and keep up to date premises risk assessments for approval by the Business Manager.





- Work with the Business Support Officer to ensure all vehicles are compliant and policies and processes are best practice.
- In line with the Schools' Child Protection and Safeguarding policies, obtain up to date Safer Recruitment information from contractors prior to agreeing work with them, and ensure that this is shared with the school's HR Officer to update on the Single Central Record. To notify reception whether contractors are due and fully vetted, so the appropriate supervision and lanyard is provided.
- To develop and support a contractor induction process.
- To build and maintain positive working relationships with the Premises Supervisor, wider school staff and regular contractors in order to successfully fulfil the requirements of the role.
- To develop asset registers including key/access controls.
- To develop a H&S training record process.
- To support the Business Manager in meetings with external contractors in relation to more extensive premises projects as required.
- To support the Business Manager in the preparation of documentation to support the issuing of contract tenders (for example, cleaning or grounds maintenance contracts) as required.
- To support the Business Manager and develop of focus on environmentally friendly practices and a move towards a carbon neutral footprint.
- To attend and actively contribute to weekly Premises and Business Operations meetings as required.
- Provide occasional cover where possible to support the opening and closing of the building and be a designated key holder for emergencies alongside other named staff.
- To complete various training courses to ensure up to date compliance, competency, and knowledge.
- Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other administration departments on a temporary basis.
- To provide general support as required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Person Specification

<u>Essential</u>	<u>Desirable</u>
English and Maths qualifications to at least GCSE Grade C or above (or equivalent)	IOSH or NEBOSH qualifications
Microsoft Office competency	Experience of working in a school setting
Experience of coordinating multiple priorities	Experience of premises management in schools
Experience of working both independently and as part of a team	Valid driving licence with D1 category
Ability to keep accurate records and work with specific detail	
A strong commitment to safeguarding and health and safety	
Ability to establish, improve and develop systems	