



Washwood Heath Multi Academy Trust

Respect Collaboration Aspiration

Job Description

Job title:	Estates & Facilities Administrator
Salary:	Grade 2
Location:	Washwood Heath Multi Academy Trust (Core Team), based at Washwood Heath Primary Academy with expectation of some travel across sites
Working Pattern:	36.5 hours per week 8.30am-4.30pm, Monday - Friday (All Year Round) (FTC)
Reporting to:	Estates and Facilities Co-ordinator
Job purpose:	To provide high quality administrative support to the Estates & Facilities department, acting as the first point of contact for any incoming queries to the Estates & Facilities Office.

Main tasks and responsibilities

General Administrative Support

- General administrative duties including but not limited to preparing and typing documents; recording data; updating systems; filing paperwork; printing; scanning; photocopying etc
- Dealing with telephone enquiries and visitors to WHMAT in a polite and professional manner, ensuring that all enquiries are escalated as appropriate.

Absence and Staffing

- Monitoring the sickness and absence telephone line, reporting absences to the appropriate line manager.
- Tracking sickness and absence data and escalating long term sickness and absence to the Estates & Facilities Coordinator.
- Booking agency cover staff as directed.



Procurement

- Generating Purchase Orders as directed.
- Obtaining supplier quotes when required.
- Ordering PPE/uniform, equipment and supplies for the Estates & Facilities Teams

Compliance & Health & Safety

- Supporting with the maintenance of statutory compliance records.
- Supporting audits by compiling evidence files.
- Collating and filing paper work such as RAMS and contractor vetting documents
- Updating the staff database of the CAFM system.

Training Coordination

- Planning and booking Health & Safety Training for staff across the Trust i.e. First Aid Training, Minibus Driver Training, EVAC Chair training amongst others.
- Maintaining training logs and issuing reminders for renewal training.

Vehicle Administration

- Maintaining accurate records for all Trust vehicles including but not limited to service, MOT and vehicle tax records.
- Tracking renewal dates.

Meetings & Reporting

- Attending meetings and recording minutes as required
- Preparing agendas, reports and presentations
- Confidential tasks such as preparation of confidential reports and letters.

Other

- Willing to work hard and make a contribution to the safe and efficient running of the Trust, including pupil Safeguarding.
- To build effective working relationships, both within the Estates & Facilities Team, throughout the Trust and with external stakeholders.
- To develop a clear understanding of the Trust's vision, mission and strategic aims and to actively support these.



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- To remain up to date with the Trust's policies, procedures and code of conduct (see www.whmat.academy policies tab).
- Support the development of systems and procedures where necessary to ensure efficiency of the Estates & Facilities Team is delivered and maintained.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To complete any other tasks commensurate with the nature of the role.

The duties and responsibilities assigned to this role may change and develop, in line with changes both within the organisation and the wider educational sector. As such responsibilities will vary from the particulars of this job description, which will be updated from time to time to reflect such changes.