



Person Specification

Job Title Estates & Facilities Administrator

Grade 2

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Excellent standard of literacy and numeracy. 	<ul style="list-style-type: none"> Maths and English to GCSE grade C or equivalent. NVQ Level 2 Business Administration or equivalent
Experience	<ul style="list-style-type: none"> Previous experience in an administrative role. Experience of dealing with enquiries via telephone and/or e-mail. 	<ul style="list-style-type: none"> Experience of working in the education sector. Experience of working in Estates & Facilities or Health & Safety. Customer service experience. Awareness and understanding of Safeguarding within schools. Awareness of data protection and GDPR requirements
Skills and abilities	<ul style="list-style-type: none"> Competent in Microsoft Office (Word, Outlook, Excel, PowerPoint) Excellent inter-personal skills, particularly the ability to relate to young people, parents, Trust staff and external contractors and agencies. 	<ul style="list-style-type: none"> Previous experience using CAFM systems Previous experience using Microsoft Power BI Experience of using Management Information Systems.

	<ul style="list-style-type: none"> • Exemotional time management, ability to prioritise tasks and handle multiple tasks simultaneously. • Excellent verbal and written communication skills for managing correspondence and phone calls. • Strong attention to detail, ensuring accuracy in data entry and documentation. 	
Personal Qualities	<ul style="list-style-type: none"> • Evidence of honesty, reliability, and integrity. • Ability to work in a fast paced, changing environment • Discreet, professional and reliable, particularly with sensitive information. • Open mind-set and a willingness to learn new skills. • Self-motivated with a positive, 'can do' approach. • Well-presented and promotes a positive image of the Trust. • Flexibility over working hours according to the needs of the Trust. • A team player who is calm and approachable when working under pressure. 	
Other	<ul style="list-style-type: none"> • Although a driving licence is not required the successful candidate must have the ability and provision to travel 	

	around multiple sites when required.	
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