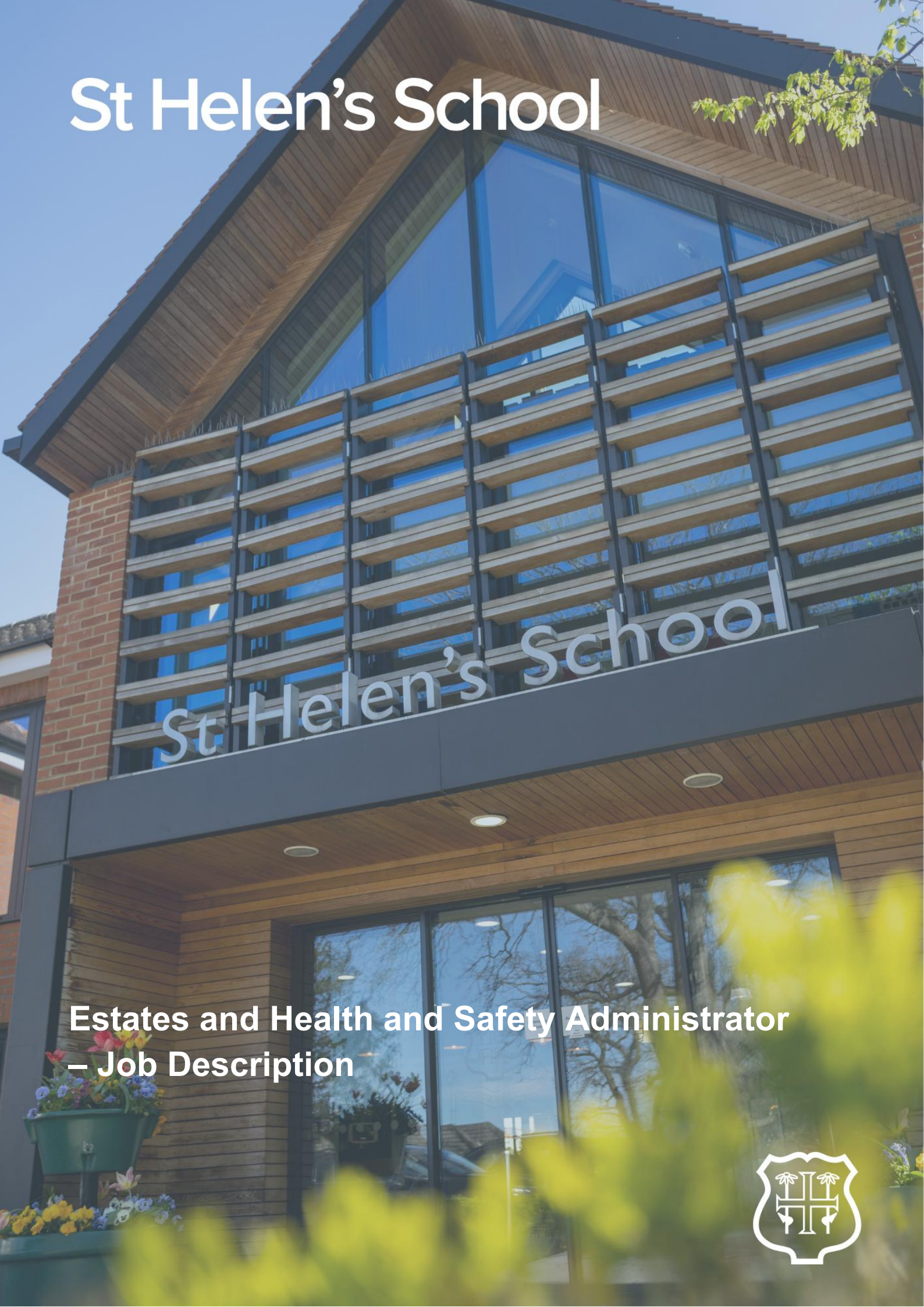
St Helen's School



Estates and Health and Safety Administrator – Job Description

JOB DESCRIPTION

Estates and Health and Safety Administrator

The Purpose

To provide effective administrative, organisational and operational support to the Estates Department, ensuring the efficient coordination of maintenance activities, contractor management, procurement, compliance documentation, health and safety administration, and statutory compliance requirements across the School.

The postholder will support the Estates Manager and wider Estates team by maintaining accurate records, coordinating inspections and servicing, monitoring compliance actions, supporting health and safety processes, and ensuring the smooth running of departmental administrative functions.

The Post

St Helen's is looking to appoint an Estates and Health and Safety Administrator to start January 2027.

Salary £30,000.00 per annum

Hours 8:00am – 4:30pm or 8:30am – 5:00pm Monday to Friday, all year round.

The role will report to: Head of Estates.

Main Responsibilities

Contractor Scheduling, Servicing and Inspection Coordination

Working closely with the Estates Manager and Contract Manager to ensure the effective management and coordination of external contractors, including:

- Maintaining and regularly updating the Approved Contractors List.
- Liaising with contractors prior to their arrival on site to coordinate access and ensure all necessary arrangements are in place.
- Ensuring contractor documentation is current and compliant with School requirements.
- Assisting with contractor site inductions and arranging escorts where required.
- Assisting with the monitoring and supervision of contractors as required.
- Coordinating statutory inspections, mandatory servicing and routine maintenance activities to ensure all required checks are completed within the appropriate timescales.
- Maintaining accurate electronic records of maintenance activities, servicing and statutory inspections.
- Scheduling and arranging maintenance and servicing visits involving internal teams and external contractors.
- Ensuring that job sheets, service reports, certificates, test results and commissioning certificates are received, appropriately recorded and readily accessible.
- Liaising with the Estates Manager and Contract Manager to arrange remedial works arising from inspections, servicing and maintenance activities, ensuring completion is documented.
- Maintaining registers relating to contractors and permits to work.

Procurement and Financial Administration

Providing procurement and financial administrative support to the Estates Department, including:

- Raising and processing orders for goods and services as required.
- Reconciling credit card statements and ensuring supporting documentation is available.

- Liaising with the Finance Department to ensure invoices are processed and paid promptly.
- Maintaining records relating to supplier contracts, service agreements and renewal dates.
- Assisting with budget monitoring and the preparation of financial information as required.

Estates Service Desk and Customer Service

Acting as a central point of contact for the Estates Department and providing a professional, responsive and customer-focused service by:

- Responding to enquiries received in person, by telephone or email.
- Monitoring the Estates Maintenance Service Desk and tracking maintenance requests across the School in the absence of the Head of Maintenance.
- Providing updates to staff and stakeholders regarding maintenance works and contractor activities where appropriate.
- Producing management information reports using Service Desk data and departmental records.
- Maintaining effective communication with contractors, staff and other departments.

Health, Safety and Statutory Compliance Administration

Working with the Estates Manager to support the safe, compliant and efficient delivery of Estates services, including:

- Maintaining the departmental training register and coordinating staff training as required.
- Maintaining records of staff health and safety training and coordinating bookings with training providers.
- Assisting with preparations for health and safety audits, fire risk assessments and other compliance reviews.
- Supporting the implementation and monitoring of actions arising from audits, fire risk assessments, inspections and compliance reviews, ensuring actions are completed and appropriately documented.
- Coordinating the collection and filing of risk assessment documentation and ensuring records are maintained within the appropriate systems.
- Maintaining accurate records of statutory inspections, compliance checks, remedial works and other health and safety documentation.
- Ensuring Legionella logbook documentation is maintained and kept up to date.
- Maintaining electronic fire safety logbooks and associated records.
- Maintaining registers relating to COSHH assessments, Legionella records and other compliance documentation.
- Maintaining accurate records of health and safety documentation, inspections, audits and compliance activities.
- Supporting the administration of accident, incident and near-miss records, ensuring documentation is complete and appropriately filed.
- Collate and analyse accident and incident data, produce summary reports, and monitor follow-up actions for discussion at Health and Safety Committee meetings.
- Assisting with the administration and record keeping of fire drills, emergency evacuation drills and other emergency planning exercises.
- Supporting the coordination of health and safety communications and awareness activities across the School.
- Supporting the administration of Health and Safety Committee meetings, including scheduling meetings, preparing papers, taking minutes and monitoring actions.
- Coordinating arrangements for internal audits, compliance reviews and external inspections, including scheduling meetings and maintaining records of actions arising.
- Tracking actions arising from audits, inspections, risk assessments and compliance reviews and monitoring progress to completion.
- Maintaining the central library of compliance policies, procedures and guidance documents, ensuring review dates are monitored and records updated.

- Support with the monitoring of policy review schedules and coordinating the circulation of documents for review and approval.
- Supporting the preparation and collation of compliance information required for audits, inspections and regulatory reviews.
- Producing routine compliance, health and safety and statutory compliance management information reports.

General Administrative Support

Providing day-to-day administrative support to the Estates Department as agreed with the Estates Manager, including:

- Managing departmental filing systems and maintaining accurate electronic and paper records where required.
- Preparing, formatting and photocopying documents, reports, presentations and correspondence.
- Managing correspondence and maintaining effective communication within the department and with external contractors.
- Supporting the organisation, coordination and administration of departmental meetings.
- Maintaining departmental databases, document libraries and record management systems.
- Following up actions arising from meetings and maintaining action trackers.
- Assisting with project administration and other departmental initiatives as required.

Other Duties and Responsibilities

The postholder will be required to:

- Comply with the School's Health and Safety Policy and all relevant procedures and responsibilities.
- Promote and safeguard the welfare of children and young people with whom they come into contact, adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policies.
- Support and promote the School's ethos, aims, objectives and values.
- Undertake training appropriate to the role and maintain knowledge relevant to the position.
- Work collaboratively with colleagues across the School to support operational excellence and regulatory compliance.
- Undertake other duties commensurate with the level and nature of the post as may reasonably be required from time to time.

General Statement

The responsibilities outlined above are not exhaustive and may be amended from time to time to reflect the operational needs of the School and the Estates Department. The postholder will be expected to undertake additional duties appropriate to the role, as directed by the Estates Manager.

This role is primarily administrative and coordination focused and does not require the postholder to act as a competent health and safety advisor, conduct formal audits, undertake specialist risk assessments or provide professional health and safety advice. The role supports the administration, monitoring and documentation of compliance activities under the direction of the Estates Manager and other appropriately qualified staff.

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Previous experience in an administrative role, ideally within estates, facilities or compliance.
- Excellent organisational skills with strong attention to detail and accurate record keeping.
- Good IT skills, including Microsoft Office and experience of maintaining databases, trackers or service desk systems.
- Ability to plan and prioritise workload to meet deadlines, including managing multiple tasks/projects/priorities simultaneously.
- Confident communicator, able to deal professionally with contractors, suppliers, staff and other departments.
- Experience of taking minutes and following up actions.
- Calm under pressure, with the ability to use discretion and handle information confidentially.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- A basic health and safety qualification (e.g. IOSH Working Safely or equivalent).
- Experience of working in a school or education setting.
- Familiarity with statutory compliance records such as fire safety, Legionella and COSHH.
- Experience of using purchase ordering or finance systems.

APPLICATION PROCESS

Closing date: 10.00pm Friday 27 November 2026

Interviews: Week commencing 7 December 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.