

Job Title:	Facilities and Safety Administrator
Date last reviewed:	December 2025
Grade of post:	6
Hours/contract	30-37 hours per week Term time only, term time plus and all year round considered
Location:	Hybrid. 1 day a week minimum in central team offices - Rose Hill Primary School and remote.
Line Manager:	Estate Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

To provide an efficient, proactive, organised, and effective administrative support to the Operations Team to help with the efficient running of health & safety and estates across RLT schools.

Overview

- To complete administrative tasks related to the work of the Operations Team, working in a flexible way, including calendar management, coordinating/organising meetings, preparing and maintaining spreadsheets and data.
- Manage the Operation Teams's work ticketing system (Freshdesk), and accurately allocating support tickets to team members
- Efficiently manage all incoming calls and serve as the essential first point of contact for all Operations Team enquiries into the office by phone or email.

Main Responsibilities:

Administration

- General administrative tasks including diary management, scheduling school visits and contractor visits
- Provide general clerical/administrative support
- Maintain and update all manual and computerised records and management information systems, ensuring data is accurate and accessible.
- Undertake general financial administration e.g. processing orders and invoices
- Undertake ad hoc tasks and projects as required to support the wider Operations Team objectives

Premises

- For centrally managed maintenance projects delivered on behalf of schools:
 - Liaise with suppliers and contractors to support the delivery of maintenance programme by obtaining quotes and arranging visits with schools
 - Help ensure schools update and monitor their asset records following any such maintenance project, capturing any issues following visits and inspections from contractors and providing details to the team.
 - Checking and maintaining our central contractor documents records including insurance documents are in date
 - Ensuring contractor safeguarding training and DBS records details are completed and up to date

Health & Safety

- Working with the Estates Manager to plan and prioritise school site meetings for the Operations team based on the most up to date H&S reporting data,
- Provide support to maintain the central record for all Operations team documents (procedures, guidance, processes and miscellaneous documents) and proactively schedule and coordinate the review and update of these critical documents with relevant staff.
- Provide support to ensure school inspection and audit actions are accurately monitored and followed up.
- Support monthly tracking of the H&S training and H&S compliance data by gathering information from our various portals and systems. .
- Maintain the assignment of H&S training for all Central office staff and ensure the Trust training log is accurately updated to reflect current status and changes.
- Monitor and ensure that all H&S system users (e.g. Safesmart) are correctly set up, maintaining data integrity and promptly resolving any user issues.
- Coordinate all Trust wide membership renewals and new membership onboarding documentation.

Procurement

- Collate necessary data to support and inform central procurement decisions driven by the Operations Team.
- Diligently follow Trust procedures to raise accurate purchase orders for required works and services.

General responsibilities as part of the Trust

- Consistently follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- 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.

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification for H&S and Estates Administrator

	Essential	Desirable (Not essential)
Qualification & Experience	<ul style="list-style-type: none"> ● Education - GCSE (or equivalent) in English and Mathematics at a Grade 4/C or above ● Experience of working in a busy role with office administration duties. ● Willingness to undertake training. ● Ability to quickly establish and maintain good working relationships at all levels 	<ul style="list-style-type: none"> ● Understanding of systematic records for maintenance, health and safety, and compliance. ● Awareness of Health & Safety procedures and precautions. ● Experience in a premises management, or senior caretaking role, ideally within a school or similar public building environment. ● Awareness or experience of repairs and maintenance related administration ● Awareness or training in specialist areas (Asbestos Awareness, Legionella

		Awareness, Fire Warden certification, , COSHH, working at height, fire safety, safeguarding)
Knowledge & Skills	<ul style="list-style-type: none"> ● Organisational skills, with a keen attention to detail with a methodical approach. Well organised, task orientated and able to co-ordinate a range of activities. ● Ability to manage own time effectively to complete designated tasks and range of activities; demonstrating the ability to work independently, take initiative, and identify and resolve issues before they escalate. ● Capable of responding calmly and effectively to unforeseen issues and emergencies.. ● Competent IT skills 	
Other	<ul style="list-style-type: none"> ● Good sense of humour 	