BROAD HORIZONS
EDUCATION TRUST

Estates Administrator

Version 1.0 | Job Description and Person Specification

Trust Function: **Estates**

Pay Scale: E7 – E11

Responsible to: Estates Administration Lead (Estates Lead) Central estates management and Director of Estates.

Responsible for: No line management responsibilities

Overview

We believe that exceptional environments foster exceptional growth. To achieve this, we are delivering a Trust-wide estate strategy that ensures safe, inspiring and environmentally sustainable buildings, grounds and facilities. The Estates Administrator plays a key role in this mission by providing essential day-to-day administrative support to the Estates Administration Lead and Central Estates Management Team

The Trust has adopted a fully managed estates provision with management of cleaning, caretaking, health and safety, lettings and capital expenditure managed centrally but responsive to the needs of Headteachers and school leaders as they work to serve their pupils, staff and communities.

Roles and Responsibilities

1. Personnel

1.1. Work and communicate effectively with other colleagues in central departments and staff at the Trust's schools, escalating tasks as necessary.

1.2. Support the estates lead and central estates management team with the recruitment and interview process for estates team staff members.

1.3. Support the estates lead to address low-level employee relations matters within the wider estates team.

1.4. Support the estates lead with the induction process, appraisal meetings, training and probationary meetings for new estates team staff members.

2. Grounds, Buildings and Facilities

2.1. Support the estates lead with general administrative tasks including taking calls, making bookings for contractors, obtaining contractor details and evidence of professional qualifications.

2.2. Support the estates lead to obtain quotes as necessary and maintaining a record of these to support audits of the Trust's procurement procedures.

2.3. Support the estates lead with finance-related tasks including raising purchase orders via a portal, trade accounts and credit card for approval, goods receipting and raising queries with suppliers where invoices differ to quotes provided and purchase orders raised.

2.4. Support the Trust's Lettings and central estates management team with any administrative tasks including responding to queries and booking requests as necessary.

3. Compliance, Health and Safety

3.1. Support the estates lead and central estates management team through the maintenance of records with the iAM compliant software system, to ensure statutory compliance.

3.2. Support the estates lead to maintain and effectively communicate the Contractor Central Record log (CCR), ensuring disclaimer documentation is in place and that, the CCR is shared across the Trust and that school administrative staff are supported as necessary.

3.3. Support the estates lead with HR-related tasks including maintaining a record of holiday entitlement, absence recording and identifying health and safety training requirements.

3.4. Support the estates lead and central estates management team to ensure that staff training is completed and training records are up to date on the iAM compliant training system, and that all required training is identified and booked as necessary.

3.5. Arrange bookings for health and safety and other compliance work and training in line with the timetables provided by the estates lead and central estates management team, updating records as necessary.

4. Contracts and Utilities

4.1. Support the estates lead and central estates management team to monitor and review all estates related contracts for appropriate service levels, coverage, compliance, and value for money.

4.2. Support the estates lead to maintain an accurate register of contracts within iAM compliant software system.

5. Miscellaneous

5.1. This job description is not an exhaustive list of responsibilities and does not cover all individual tasks associated with the role, or tasks, which could be reasonably expected by the Trust to be undertaken in relation to the post holder's responsibilities.

5.2. It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

5.3. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis.

Person specification and assessment approach

Requirements	Essential	Desirable	Assessed
Qualifications			
GCSEs Grade C/4 above in English and Maths	X		Application
Full UK Driving License		X	Application
Experience			
Administration in an office environment	X		Interview
Record keeping and data entry	X		Interview
Health and Safety (COSHH, legionella, asbestos awareness, manual handling, working at height, etc.)		X	Interview
Experience of using and maintaining Facilities Management Software (e.g. iAM Compliant)		X	Interview
Knowledge and Skills			
Ability to build, develop and maintain positive working relationships with colleagues and external contacts	X		Interview/ Assessment
Ability to work flexibly to meet deadlines	X		Assessment
Ability to prioritise and manage own workload	X		Interview
Ability to identify training needs	X		Interview
Good verbal, written and problem solving skills	X		Assessment
Good interpersonal skills	X		Assessment
Confident in using Google Workspace products, particularly Gmail, Google Docs, Google Sheets	X		Assessment
Personal Attributes and Others			
Committed to own development	X		Interview
Able to maintain confidentiality, acting in a professional manner at all times.	X		Interview

Agreement and review

Signature: Print Name:

Date: