

JOB DESCRIPTION

Job Title:	Estates Administrative Officer
Location:	Central Office and all EIAT Sites
Reports to:	Estates and Environment Leader
Hours:	3 days per week (Friday compulsory) – 22.5 hours per week TT plus 2 weeks
Salary:	Grade 3 SCP9 – 22 (£25,119 to £31,364 pro rata)

1. Job Purpose

- To work proactively with the Estates and Environment Leader, other members of the Estates team, school-based support staff and third-party contractors to maintain an accurate centralised record of all Health and Safety compliance across the Estate to ensure provision of a safe and legally compliant environment for all EIAT pupils, colleagues, and visitors.
- To provide administrative support to the Estates team across schools assisting with lettings, tenders, project management and other associated duties.
- To provide flexible support to other EIAT establishments and central team functions such as finance, HR, compliance, and administration.
- To contribute in a collaborative way to the Estates and central functions of EIAT.

2. Duties and Responsibilities

- Provide administrative support to the Estates Team and EIAT as a whole by ensuring that all test certification and supporting documentation for centralised premises statutory compliance and term maintenance contracts is present and accurately recorded in the Every compliance data recording tool, and liaise with contractors and colleagues as required to achieve this. Ensure all contractors have up to date insurance, qualifications, and safeguarding documentation and this is updated on SharePoint and shared with the central HR team.
- Support with the monitoring, selection, procurement and delivery of statutory testing contracts and contractors, including regular term maintenance contracts as directed – the latter to include proactively monitoring and arranging the regular / recurring attendance of contractors on-site.
- Assist with the financial administration of the Estates department; ensure central Estates team are complying with financial regulations, ensuring best value for money. Assist with inputting orders onto the financial system and monitor Estates budgets on a monthly basis, reporting back to the Estates and Environment Leader. Assist with the tender process on Estates projects.
- Be the main point of contact for management of lettings across the Trust, ensuring good communication with external parties, finance officers, Site staff on each site and Estates Leader. Keeping an up to date schedule of lettings across the Trust and provides terms and conditions documentation for each letting contract.
- Provide administrative support for cleaning contracts and associated Trust Service Level Agreements. This will include communication with all stakeholders and a review of all paperwork and to central records are kept up to date.

- Provide general operational Estates support to the Estates Leader on the following:
- The deployment of estates and facilities staff across schools, ensuring adequate levels of staffing as needed.
- Arranging agency staff cover for Estates department across all sites.
- Ensuring all Site and Cleaning staff have the relevant CPD qualifications, this includes booking and arranging courses for staff.
- Production of management reports as required.
- Maintain a working knowledge of premises maintenance requirements, statutory compliance legislation and the practical and operational implementation, monitoring, and review of this in order to ensure full and continual compliance with relevant health & safety legislation and regulations.
- To attend Central Team planned events online and in person, and health & safety, and team meetings as directed.
- To provide specific support and capacity in other central operations such as finance, HR, compliance, and administration; to provide support for the CEO, CFOO and CIL as requested.
- Support with the use of Every for Accidents and monitoring of Accidents to ensure that Accidents are accurately recorded, Accident Investigations are conducted as necessary and RIDDOR reports are made as necessary.
- Cover for Estates Lead on Fridays and other days as required, regarding liaison with Site staff, other staff, Contractors, external stakeholders for emergencies and ensuring continuity of services.

3. Other

- To promote the agreed vision and aims of the School and Trust.
- To undertake appropriate professional development including adhering to the principles of performance management.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.
- Any other duties as commensurate within the grade to ensure the smooth running of EIAT.

4. SAFEGUARDING

- Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the School and Academy Trust

5. SUPERVISION RECEIVED

- Level of Supervision - Left to work with established guidelines subject to scrutiny by the Estates & Environment Leader.
- Plan own work to ensure the meeting of defined objectives.

6. SUPERVISION GIVEN

- 6..1 Other support staff as required.

PERSON SPECIFICATION

	Requirements	Method of Assessment
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of literacy, numeracy, and IT skills • Evidence of commitment to CPD throughout career 	AF AF
Experience	<ul style="list-style-type: none"> • Experience of balancing competing priorities so that the focus remains on the most important issues. • Experience of a range of challenging situations with successful outcomes. • Working knowledge of commercial premises, maintenance, and statutory testing requirements ideally in schools • Previous experience of a compliance and / or facilities / property management role in a large, multi-site organisation, with multiple locations ideally within the education sector is desirable. • Experience of data extraction, interpretation, report writing and making considered recommendations. • Experience of effectively working in teams and of working collaboratively with a range of people. 	AF & I AF & I AF & I AF & I AF, T & I AF & I
Skills & Ability	<ul style="list-style-type: none"> • Excellent relationships with students, staff, and external stakeholders • Ability to work under pressure with enthusiasm, commitment, and a positive approach • Ability to organise and plan own workload effectively, with the ability to prioritise and progress complex matters and competing priorities in a logical and systematic way and meet agreed deadlines. • Strong persuasive, influencing and people skills with the ability to communicate clearly and confidently at all levels. • Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options. • Have a flexible, responsible, sensible, and practical approach towards compliance and maintenance issues. • Personal resilience and capacity to work under pressure to meet deadlines and organisational priorities. • Ability to maintain confidentiality. • Good team-working skills in order to get the best from colleagues in terms of cooperation and ideas. • Be able to work independently without close supervision when required - evidence of the ability to be self-motivated and proactive is essential. • Be approachable, assertive, and confident but be able to maintain a balanced perspective. 	AF & I I I AF & I AF & I I AF & I AF & I AF, T & I I I

	<ul style="list-style-type: none"> • A “can do” attitude and a clear view of the need for adopting a customer focused attitude to work. 	I
Other	<ul style="list-style-type: none"> • Willingness to travel between sites. • Flexible in terms of working patterns and evolution of the role. 	I I

AF – Application Form, I – Interview, T - Test