



Estates Administrator

Reporting To:	Estates Manager
Working Hours:	Full Time (1.0FTE) 37.5hrs per week
Salary:	PCS3 13 - 18 £19,063 - £22,397 Per annum
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

A multi-aspect role covering all aspects of administration surrounding the College estate, resources and vehicle fleet. This is a highly impactful role which plays a key part in the smooth day to day running of the college.

Duties and Responsibilities of the Job

Estates related:
a. To administer the Estates and Maintenance team with support from the Estates Manager.
b. To source, procure and coordinate the delivery and installations of college resources such as furniture, keys, building materials, utility contracts, waste disposal etc.
c. To receive and support contractors working on estates-related projects.
d. To maintain a suite of Management Information databases and reports.
e. To support the Estates Manager in the receipt and coordination of estates-related work requests raised through the CAFM system.
f. To assist with the preparation of documents and processes to support the Estates team throughout the yearly cycle.
g. Support the Estates Manager to carry out buildings and facilities inspections and implement any required actions.
Resources related:
a. To administer and coordinate the college's vehicle fleet and associated budget. As part of this, provide a central point of contact for vehicle bookings; organise driver training; undertake driver checks; negotiate vehicle lease costs and coordinate vehicle servicing and repairs.
b. Support the college's archiving arrangements through the liaison with staff across the college and the provision of clear guidance for file identification.
c. To print and distribute college ID cards and parking permits.
d. To coordinate the receipt and sending of college mail.
Other duties:
a. To play a key role in the delivery of the College fire plan – acting as Fire Marshall where necessary.

b.	To play an active role in the delivery of the College Health & Safety policy by supporting all estates-related safe working practices, risk assessment processes and activity reviews.
c.	To actively participate in marketing and promotional activities at the request of the line manager or the SMT.
d.	To actively participate in the personal annual appraisal process.
e.	To undertake staff development appropriate to the needs of the College in addition to any development needs identified through the appraisal process.
f.	To undertake other duties commensurate with the grade of the post as may reasonably be required by the Line Manager or member of the Senior Management Team.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Demonstrable experience in obtain best value for money in procurement
Administrative experience of working as a part of a team in an office-based environment
Experience of managing a diverse workload across multiple stakeholders
Excellent communication skills through both written and verbal means
Highly computer literate with a good knowledge of MS Outlook and MS Excel
Able to form close working relationships with staff across the College and external contractors to enhance the communication of task/project progress
High degree of accuracy in data management and information analysis & presentation
Attention to detail and the ability to organise workload and priorities in a systematic way
Ability to work independently and as a part of a team
A self-motivated, positive and pro-active attitude
Understanding of, and commitment to equal opportunities
Full UK driving licence

Desirable criteria
Experience of working with external contractors within a facilities/construction environment.
Experience of web-based data & reporting systems.
Training coordination experience
Vehicle fleet management experience

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. **Other benefits include a range of other staff discounts, gym use and cycle to work scheme.**

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.