

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

**Post Title:** Estates & Maintenance Department Administrator

**Hours of Work:** 42.5 hours per week from 8.00am to 5.00pm Monday to Friday. This is a 52 week appointment and is NOT term time only.

**Holidays:** 5 weeks per annum (plus statutory bank holidays). The successful applicant will be required to work the first and last week of school summer holidays.

**Responsible to:** Estates and Health and Safety Manager

## JOB PURPOSE:

To ensure the Estates and Maintenance office is run effectively and efficiently. Communicating and co-ordinating on a day to day basis with the maintenance team, support staff and teaching staff. The post holder will support the Estates and Health and Safety Manager, who is responsible for overseeing sundry capital projects, small works and ongoing maintenance services of this large and varied site.

## GENERAL OFFICE DUTIES INCLUDE:

- Providing comprehensive administrative organisation and support for the effective operation of the Estates and Maintenance Department, including creating and maintaining a comprehensive filing system.
- Acting as receptionist for all contractor, supplier and maintenance enquiries; ensuring all visitors/contractors are correctly signed in and out and are appropriately assisted and accompanied.
- Liaising between school and boarding staff and the Estates and maintenance team. In particular, receiving and logging job requests via our Quadpro system and preparing reports thereof.
- Obtaining quotes and issuing purchase orders in accordance with instructions, matching invoices with orders and passing to accounts for payment.
- Providing administrative support to the Estates and Health and Safety Manager
- Organising deliveries of oil and maintaining usage records.
- Collating timesheets for the maintenance team and recording holiday and other staff absences.

- Maintaining safe control of whole site keys.
- Periodically, produce and update the boarding house key code data.
- Maintaining log/call up diary of routine H&S checks (e.g. boiler inspections, periodic servicing of vehicles etc.).
- Providing support to Stables staff, and in particular arranging horse insurance.
- Providing administrative support to the Estates and Health and Safety Manager
- Maintaining an inventory of staff accommodation; periodically and at the end of occupation undertaking condition inspections; issuing accommodation agreements to new residential staff.
- Issuing staff ID and car passes and maintaining a database thereof. Assist with mini and vehicle administration as required.
- To maintain an effective filing system for all departmental files.
- Undertaking any other tasks that fall within the range

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.

## PERSON SPECIFICATION

	Essential	Desirable
GCSE maths and English or equivalent	✓	
A Levels or equivalent		✓
Excellent communication skills both written and verbal	✓	
Excellent IT skills, in particular Word, Excel and Outlook	✓	
Meticulous attention to detail	✓	
Secretarial/Administrative experience in a similar environment		✓
An approachable, flexible attitude and the ability to prioritise	✓	
To work as part of a team liaising with colleagues across the school and to be able to converse with suppliers clearly and effectively	✓	
To be approachable, think things through and have a good sense of humour	✓	
Excellent organisation and time management skills	✓	
To be able to work under pressure and to meet specific deadlines	✓	