

 **Facilities Administrator**

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| **Job title** | Facilities Administrator |
| **Responsible to (post)** | CFO |
| **Grade** | Starting Salary - Apprentice / KR3 with quick progression |
| **Department/section** | Central Services Team |
| **Remit of the post covers** | DEALT Academies |
| **Hours of work** | 40 (Negotiable) |
| **Location** | Northbourne Primary School |
| **Contract Type** | Permanent |

**Purpose of job**

You will be responsible for the smooth running of the facilities of the DEALT. These activities will be governed by the policies of the DEALT and they must be adhered to.

You will report to the CFO and be part of the Central Services Team. You will work collaboratively with colleagues across the organisation including, peers, managers, Headteachers and will work with volunteers/temporary staff/consultants as required. You will also work with employees, managers and agencies where appropriate.

**Scope of job**

The role involves a range of activities to support the smooth running of all facilities within the DEALT. This will include:

1. Being a point of contact for managers, administration and premises staff.
2. Answering queries from internal staff in relation to the Health & Safety, maintenance, renewal and allocation of facilities within the DEALT.
3. Reporting to the CFO and other managers on performance and policy matters.
4. Working with colleagues in the DEALT to obtain up to date information and answer queries/support the work of the team at all times.

As this is a new role, the nature of the duties may change and develop according to the needs of the unit. This will require a flexible and adaptable approach.

The DEALT aims to ensure that the needs and interests of members of the DEALT including women, Black and Minority Ethnic communities, disabled people, lesbians, gay men, bisexuals, transgender and people of all ages are reflected in all its activities. You will be expected to contribute to this aim.

**Key responsibilities**

**Facilities Administration**

1. Ensuring the Health and Safety tracking software is up to date and all site managers are communicated with effectively.
2. Overseeing agreed contracts and providers of services including security, cleaning, catering, technology and Health & Safety. Ensuring a schedule of testing, inspections and renewals is created and maintained.
3. Ensuring that the basic facilities of the DEALT, including Water, Heating and Lighting are all well-maintained.
4. Managing budgets and ensuring cost effectiveness across supply contracts.
5. Allocating and Managing space within land and buildings of the DEALT.
6. Ensuring the facilities meet government regulations and environmental, health and security standards.
7. Advising the DEALT on increasing energy efficiency and cost effectiveness.
8. Overseeing business projects, renovations and refurbishments, co-ordinating with contractors and regulators in a facilitatory role.
9. Creating reports and make key recommendations to CFO.
10. Liaising with team members to co-ordinate and improve facilities improvements.

**Other**

10. Assess and manage problems and risks to The DEALT in own area of work and for the Centre Services Team and where relevant across the organisation.

11. Ensure that the work of the department is appropriately informed by the views and experience of people with lived experience of educational concerns.

12. Undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

**Expectations**

The post holder is expected to:

1. Attend and contribute to supervision and appraisal process, meetings, training, and other events as required.

2. Ensure that all responsibilities and activities within this post are consistent with the terms and spirit of The DEALT’s policies.

3. Comply at all times with legal and industry guidelines (as directed), such as the Education and Skills Funding Agency (ESFA), Data Protection Act (GDPR), Fundraising Regulator (FR), Institute of Fundraising (IoF), Her Majesty’s Revenue and Customs (HMRC), Teacher Pensions (TP), Local Government Pension Scheme (LGPS) codes of practice, data management, Gift Aid and all other requirements of an active fundraising multi academy.

4. Provide cover for colleagues.

5. Maintain relevant systems and processes, for example the Access system, internal reporting (e.g. financial transaction listing/analysis, KPIs) and in particular the Ellis Whittam H&S portal.

6. Keep abreast of internal and external developments and inform CFO accordingly.

7. Travel to meetings in England and Wales, which may require the need to work unsociable hours e.g. attending evening or weekend meetings or for overnight stay.

8. Undertake other duties that may be necessary and compatible with the nature of this post and this will require flexibility in undertaking the role.

9.Maintain an appropriate level of confidentiality at all times.

10. Meet all agreed internal and external deadlines of The DEALT, either through good working practice and planning or by direct communication of requirements from CFO.

**Person Specification:**

**Essential criteria**

**Experience**

1. Experience of Health and Safety legislation, buildings maintenance, project management, cost saving analysis and standard testing procecudures (such as Legionella and Portable Appliance)

2. Experience of working in a team environment.

3. Experience of processing monthly monitoring and progress reports.

**Skills**

1. Excellent verbal and written communication skills enabling you to work with colleagues at all levels across The DEALT and explain financial issues to colleagues and external contacts with a non-finance background.

2. Excellent negotiation and inter-personal skills and a suitable telephone manner to talk to stakeholders both internal and external.

3. Good IT skills including the use of Microsoft Excel, Word and Outlook.

4. Excellent skills of using H&S software and associated reporting tools.

5. Excellent self-management skills to work independently and as part of a team, using own initiative and being flexible and adaptable.

6. Flexible and supportive approach to team working.

7. Proactive approach and willingness to develop and document H&S systems, testing, processes and procedures.

8. Excellent analytical and problem-solving skills.

9. Ability to work on routine tasks with minimum supervision and communicate any problems as and when they arise.

10. Experience of planning and managing your workload and being able to prioritise work to meet deadlines in a calm and professional manner.

11.Experience of reporting progress against targets in an effective and constructive way.

12.Excellent interpersonal skills to work with colleagues at all levels.

**Knowledge**

1. Knowledge of the current Health and Safety and Facilities Management policies and schemes within schools would be ideal but not essential.

2. Knowledge and understanding of The DEALT’s mission, vision, values and ambition and what this means in relation to this post and the ability to incorporate this into all aspects of work.

3. Knowledge and understanding of equality and diversity and what this means in relation to this post and the ability to incorporate this into all aspects of work.

**Other**

1. Willingness to travel to DEALT sites.

2. Ability to maintain confidentiality.

3. Willingness to work flexibly when necessary to meet the requirements of the role.

4. Commitment to your own continuing professional and personal development.