

Trust Estates Administrative Assistant

Grade 4 pay range 9-14 (£25,119 to £27,334)

Job Description

Overview

ASSET is an Education Trust comprising 14 primary schools in and around Ipswich and north-east Suffolk. We have an ambitious, future-facing vision to equip and empower our young people to create a more compassionate, equitable and sustainable world where they personally and collectively thrive.

Due to a new phase of growth and development we wish to appoint an exceptional individual to join our central services team. This role is designed to support the administration of estates in our growing trust.

It would see the post holder being responsible for supporting the Trust Central services manager in the planning and organisation of preventative and reactive maintenance across the Trust. This will involve scheduling and pre-planning works and staff availability. The postholder will also be responsible for the management and scheduling of the diary for the Trust maintenance assistant. There will be a need to use analytical, judgemental, creative and developmental skills to solve varied problems or develop solutions.

The post holder will be expected to exchange complicated or sensitive information orally or in writing with a range of audiences and will be expected to maintain discretion and confidentiality at all times

The post holder may cover a range of tasks, which are relatively complex where good levels of literacy and numeracy skills are required.

This post will be based at the Trust central office in Cliff Lane Primary School but there will also be some travelling to school sites to allow access for contractors outside term time when schools are closed.

Duties

Administration

- Dealing with a wide range of enquiries and communicating with stakeholders & contractors
- Attending meetings as required and record keeping.
- Ensure that the trust central record for GDPR is up to date.
- Ensure that the register of DBS training for contractors is kept up to date and shared with schools.
- Manage the booking of first aid and compliance training for trust schools, central team and ensure that training records are kept up to date.
- Ensure that the safeguarding training for central staff is in place and up to date.

Financial Responsibilities

- Ensure that quotes and invoices received are processed either by sending to schools for payment or referring for payment centrally.
- Supporting the estates manager in appointing contractors, requesting quotes and seeking best value for money
- Supporting the management of central utility invoicing.

Estates Responsibilities

- Maintaining the premises diary, updating with cover arrangements, making appointments, arranging and preparing for meetings etc.
- Managing the Planned Preventative Maintenance (PPM) work schedules
- Book maintenance and PPM onto scheduler and liaise with site managers and business managers to find convenient times/dates for school visit
- Support Estates manager in helpdesk management
- Ensure that reports are added to the IAM and that staff are aware of any updated reports on the system
- Monitor the Estates Help Desk system on IAM and action all help desk requests
- Chase schools for low level non-compliance. Send gentle reminders of fire alarm and legionella testing is not being completed regularly
- Schedule work for the Trust Maintenance Assistant and produce daily plan
- Manage record keeping for Trust Maintenance Assistant.
- Unlocking and locking school sites outside term time for access by contractors

The duties listed above are examples of duties at this level and other duties or a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Criteria	Person Profile	Essential	Desirable
Technical or specialist	Relevant qualification such as NVQ3, Certificate in School Business Manager or an equivalent level of knowledge/experience	✓	
	Experience of supervising staff		✓
	Knowledge of word processing and use of spreadsheets. There will be a requirement for keyboard skills in inputting accurate information into trust systems	✓	
	Demonstrable experience in successfully carrying out a range of administrative/ financial procedures.	✓	
Literacy and numeracy	Literacy and numeracy are needed for maintaining trust records.	✓	
	Ability to manage invoices, quotes etc	✓	
General	Good understanding of school/trust structure.		✓
	Knowledge of trust's computerised systems, may include specialised software, e.g. Google, IAM etc.		✓
	Ability to use general office equipment	✓	
	Full driving licence	✓	
Interpersonal & Communications skills	work allocation and diary scheduling	✓	
	Ensure work allocated meets deadlines	✓	
	Make and receive telephone calls, answer queries as required. Maintain a range of records, some of which may be confidential reports.	✓	
	Maintain discretion and confidentiality at all times	✓	
Level of autonomy	The post holder will be expected to make day-to-day decisions about their own workload and the workload of other estates staff. Includes semi-routine tasks requiring some personal initiative. Work covered by guidelines and procedures over a range of tasks	✓	

