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| **Role** | **Grade** | **Reports to** |
| Apprentice Estates Administrator | Grade 3 | Deputy Head of Estates |

**Main purpose of the job:**

* To support the effective management of the Trust’s Estate, providing day to day administrative support for operational activities in line with the Trust procedures by ensuring accuracy, compliance and best practice.
* To support the delivery of high-quality Health and Safety and Compliance across all schools ensuring they operate in line with statutory and Trust guidelines.
* To work towards accreditation by achieving the apprenticeship standards, completing all assignments and training.

**Key relationships:**

This role will be part of the Trust Estates Team, working closely with other members of Trust professional support teams including Finance, IT and HR Teams, as well as school-based colleagues across all sites, contractors and suppliers.

**Main accountabilities:**

**General Administrative Support**

* Supporting the central Estates team by providing administrative support for key processes.
* Operating relevant ICT systems including Every, Worknest and Office 365.
* Maintaining and updating compliance records.
* Developing knowledge of routine Estates procedures to ensure all processes are compliant.
* Operating the central estates helpdesk, provide a point of contact for Estates queries across the Trust.
* Ensuring high quality correspondence / communication with all stakeholders including external contractors / companies.
* Raising purchase orders annually each year and through the year as necessary for estates related contracts and services, authorise appropriate orders and goods receipt invoices ensuring the Trust financial systems are complied with.

**Supporting Compliance**

* Supporting the Assets & Compliance Officer in monitoring compliance and health & safety arrangements.
* Supporting the administration and management of critical assets, utility management, maintenance programmes.
* Maintaining detailed asset information, maintenance programmes and service records ensuring Trust and school records are accurate and up to date.
* Supporting schools to ensure all statutory and non-statutory compliance checks and maintenance are carried out and recorded within the correct time frame.
* Supporting the administration of service contracts ensuring that records of insurance, schedules, compliance, invoices and remedial works are logged onto the appropriate IT based system.
* Supporting the coordination of planned maintenance work (including statutory compliance inspection and tests) undertaken across trust schools, liaising with external contractors and School Estates Teams as necessary.
* Maintaining the record keeping system for external contractors Service Level Agreements/ Contracts including details of contract start/end dates, frequency of visits/service, service reports, remedial reports, and documentation for the Management of Contractors on site e.g. receiving and checking risk assessments and method statements.
* Complying with policies, procedures and working practices in conjunction with specialist consultants to achieve compliance with relevant legislation.

**Data and Reporting**

* Maintaining manual and computerised records and to use a range of IT systems effectively to manage records, analyse data, provide detailed reports as required.
* Supporting the Assets & Compliance Officer with the preparation of information for publications and statutory returns for governing bodies, agencies and stakeholders.
* Gathering and providing information to support the analysis and evaluation of data and complex/detailed reports.
* Assisting with the completion of audits, technical reviews, or collation of information from schools across the Trust.
* Assisting with the production of information for bids, evaluations, and submissions. E.g., SCA, CIF, SALIX under the guidance of the Assets & Compliance Officer.
* Supporting the provision of Estates Team documentation/information/data to schools and other stakeholders including keeping the Trust’s internal Information Management Systems up to date as appropriate
* Monitoring the recording of monthly utility meter readings, ensuring utility usage is recorded effectively across Trust schools.
* Ensuring that Display Energy Certificates and RPA Insurance Certificates are distributed to schools in a timely fashion.
* Monitoring the Trusts Insurance portal, the distribution of inspection dates and subsequent reports and assist in the production of annual Insurance information and analysis reports.
* Monitoring the Trust’s Health and Safety portal to ensure external Health & safety audits are carried within the required time frame and that schools implement appropriate remedial actions / management responses within a timely manner.
* Supporting the Assets & Compliance Officer in the production of regular compliance reports shared with key staff across the Trust.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement Vision, Values and Strategy - Prospere Learning Trust
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
* Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Attend Trust and school events as required and make a positive contribution during such events.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| GCSE Maths and English | Essential | Application |
| Meet the eligibility criteria and are evaluated as a suitable candidate for the Level 3 Business Administrator apprenticeship Business Administrator Apprenticeship Standard during the skills assessment | Essential | Application, Interview |
| **Knowledge and Experience** |
| Proficiency in Microsoft applications, including Outlook, Word and Excel | Essential  | Application, Interview |
| Effective communication skills to liaise with a wide range of people at all levels | Essential | Application, Interview |
| Excellent organisational skills, demonstrating attention to detail and accuracy and working in a systematic, methodical and orderly way | Essential | Application, Interview  |
| Ability to plan and prioritise own workload, to meet deadlines within fixed timescales | Essential | Interview |
| Be able to work constructively as part of a team, understanding roles and responsibilities and your own position within these | Desirable | Interview |
| **Behaviours and Values** |
| Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities  | Essential | Interview |
| Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy  | Essential | Application, Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Desirable | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |
| Demonstrate a commitment to achieving a professional qualification in and maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Demonstrate tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |
| Demonstrate a commitment to safeguarding children | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.