Premises Co-ordinator

Team: Estates & Facilities

Reports to: Estates Manager

Location: Chichester

Job Purpose

- To provide the Estates & Facilities team at Chichester & Brinsbury with efficient and effective administrative support.
- To support Estates Manager in the smooth running of the College Estate, and to act on their behalf if requested, in their absence.
- To work alongside the Maintenance Supervisor, to support the Estates Manager, and ensure the Group meets all of its obligations concerning compliance.

Key Responsibilities

- To provide an efficient and effective administrative service for the Estates & Facilities team, dealing with enquiries from staff, students and key stakeholders such as Contractors.
- Undertake the administrative tasks, ensuring that Estates & Facilities receive efficient and effective support, including note taking and diary management, document and information management.
- To oversee car park and transport management for the College.
- To update and maintain, records/files and monitor budgets, for Estates & Facilities department, to support and provide information for related for related audits.
- To work in conjuction and support of the Maintenance Supervisor and Estates Manager to ensure that there is effective customer liaison in relation to Estates & Facilities works.
- To support the Estates Manager and the Maintenance Supervisor, in the co-ordination of the College's maintenance and development programme.
- To support the Director of Estates and Director of Finance to administer capital orders and corporate finance.
- To contribute to the development of appropriate polices and procedures.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Working within an administrative role	Essential	Application Form/ Interview
Dealing with confidential data	Essential	
Liaison with customers/contractors and managing complaints	Essential	
Note taking and administering meetings	Desirable	
Working in an Estates and Facilities environment	Desirable	
Previous experience of procurement	Desirable	
Knowledge		
Proficient in the use of office based IT applications, ideally Microsoft Office	Essential	Application Form/ Interview/ Assessment
Able to establish and maintain effective administration processes	Essential	
Proficient in the use of spreadsheets and manipulation of statistical data	Essential	
Administration within an FE environment including financial procedures	Desirable	
Qualifications		
NVQ Level 3 in Administration (or equivalent)	Essential	Application Form/ Certificates
Skills and Abilities		
Proven time management skills, organisational skills and the ability to meet tight deadlines	Essential	Application Form/ Interview/ Assessement
Able to communicate to a diverse range of people at all levels verbally and in writing	Essential	
Proven IT and keyboard skills	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to establish and maintain effective administrative processes	Desirable	
Customer service skills	Desirable	
Attributes		
Flexible and proactive approach	Essential	Interview
Accuracy and attention to detail	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Salary range:	£27,224 - £27,781 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 25 days per annum, rising to 28 days with each complete year of service as of 31 December, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.