



JOB DESCRIPTION ESTATES ADMINISTRATOR

 **WIMBLEDON
HIGH SCHOOL**

EX HUMILIBUS EXCELSA

GDST
GIRLS' DAY SCHOOL TRUST



WIMBLEDON HIGH SCHOOL

At Wimbledon High School we are proud to do things differently. We are a high-performing school for intellectually curious girls – girls who go on to achieve great things, yet who remain grounded and who are ready to throw themselves into school life.

We have been offering an outstanding education since 1880 at our central Wimbledon site: our inspiring lessons encourage edgy thinking, and cross-curricular links foster truly interdisciplinary learning that encourages problem-solving that puts creativity at its heart.

This can only be done, of course, within a warm and caring community, where students feel

supported as they try something new, fail, try again and fail better. There is always lots of fun to be had along the way, but of course the end results speak for themselves: consistently excellent A Level and GCSE results taking girls to a whole variety of university courses and careers beyond.

We have extensive co-curricular and partnership programmes, igniting girls' imagination in and out of the classroom. Our aim is to prepare confident, fearless young women, ready for a future where intellectual agility and resilience will be key. We want our girls to stride out of Wimbledon High School into the world and shake it up.



JOB DESCRIPTION

ESTATES ADMINISTRATOR

JOB PURPOSE

- To provide a professional and comprehensive administrative support service, working as part of the Estates Team.
- To support the Facilities Manager as required.

ACCOUNTABLE TO:

Estates Manager

ACCOUNTABILITY AND RESPONSIBILITY

Main responsibilities include:

Helpdesk

- First line response for the school's online helpdesk
- Workflow tasks to the team, create worksheets, manage, and monitor progress.
- Respond to all helpdesk enquiries and requests, providing timely updates in accordance with SLAs.
- Provide regular and efficient reporting for Help Desk to Estates Manager
- For more urgent jobs, radio the team as required and prioritise work as appropriate.
- Manage the Estates Helpdesk phone whilst in hours.
- Liaise with on call engineers and contractors as required.

- Provide essential support delegating, recording and prioritising job tasks.
- Create and manage effective reporting and WIP logs to monitor effective progress and productivity.

Ordering and Procurement

- Order supplies for the Estates Team as required using the approved school purchasing systems.
- Receipt the delivery of items and services in the school purchase order system and co-ordinate with the Finance Team to ensure invoices for Estates work are paid on time.
- Order and replenishing the 3 free to use sanitary vending machines onsite.

Event, Administration and Management

- Assist with the management of the Estates Team set up function in the Facilities Calendar, liaise with other departments to ensure the information is up to date and accurate enable the Estates Team to set up events efficiently.
- Working with other departments on School Events co-ordinating resources and communicating the requirements to the Estates Team. With the Facilities Manager, attend and represent Estates Team at the weekly Facilities Meeting.

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- To support the Facilities Manager as required. To resolve any issues which may arise, ensuring tasks are completed within an acceptable time frame.
- Assist with the Estates Team rotas and scheduling ensuring adequate cover for team training and holidays.
- Assist with security rotas for out of school out of hours' activities with the Estates Team (refer to Security Business Guideline) to include response to alarm call outs.
- Ensure that the daily work schedule ensures that deliveries are cleared from the school reception in a timely fashion and delivered around the school by the team.
- Photocopy paper delivery is anticipated and scheduled.
- Ensure that seasonal work such as leaf blowing and gritting paths/playgrounds/other outdoor communal areas is anticipated and scheduled.
- Note taking, minuting, and managing actions arising from meetings.

Health & Safety and Compliance

- To have a good awareness of Health & Safety, and Statutory compliance.
- To assist with scheduling and contractor management when required.
- Have a good knowledge and understanding of compliance requirements and regulations.

Security

- Manage and monitor all systems for the recording of keys and entry codes used throughout school premises.
- Report and breaches and assist with maintaining adequate security measures throughout.

Training

- It is expected that the Estates Administrator will complete all on-line e-learning training as required by the GDST for the role. This will include a one day first

aid course and a fire marshal course.

The Estates Administrator will undertake other such specific duties which may, from time to time, be reasonably assigned by the Estates Manager or the Facilities Manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment during the review process or whenever circumstances dictate changes in the role of the postholder within the school.

GENERAL REQUIREMENTS

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health & Safety Policy to ensure a safe working environment for staff, students, and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with students, parents, and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
- Undertake other reasonable duties related to the job purpose as may be required from time to time.

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



PERSON SPECIFICATION

ESTATES ADMINISTRATOR

SKILLS REQUIRED

The successful candidate will have the following key skills and attributes:

SKILLS AND ABILITIES

ESSENTIAL

- Strong IT skills .i.e. sending and replying to emails, familiarity with Microsoft office.
- Ability to use online school systems for helpdesk management and maintaining compliance records.
- Willingness to work as part of a team.
- Ability to manage time effectively and work to deadlines.
- Ability to manage own work effectively.
- Able to use own initiative.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of relevant Health, Safety & Compliance.

DESIRABLE

- Helpdesk/CAFM management experience.
- Knowledge & experience of PPM and scheduling.
- Experience of document control.

EDUCATION/QUALIFICATIONS

ESSENTIAL

- Good literacy & numeracy skills
- Excellent communication skills

DESIRABLE

- Attendance at courses related to health & safety or facilities operations.

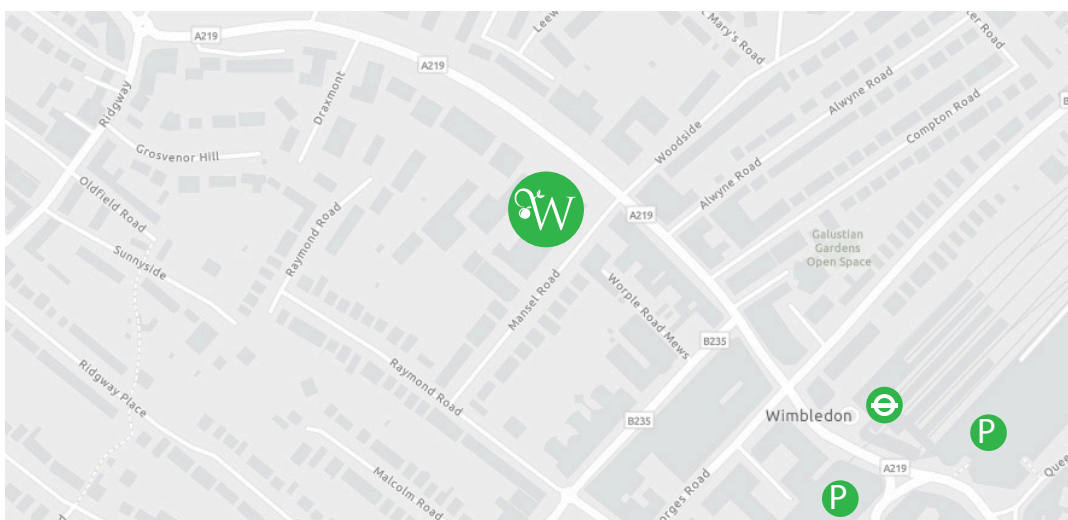
PERSONAL ATTRIBUTES

ESSENTIAL

- To relish challenge and perform efficiently in this role.
- To be able to lead by example.
- Tenacity and commitment while working under pressure.
- Ability to organise and prioritise.
- Good team player.
- Good communication skills both orally and in writing.



LOCATION



Wimbledon High School is conveniently situated in the heart of Wimbledon.

The station is a few minutes' walk away, serving National Rail, London Underground and Tramlink. Buses 93, 493, 200, 57 and 131 stop nearby. If you are driving to Wimbledon to visit the school, please use one of the two public car

parks marked on the map and allow plenty of time. Parking in Mansel Road and surrounding roads is limited to a few metered bays.

We regret that there is no visitor parking available on the school site.

Our playing fields are at Nursery Road, a ten minute walk down Worple Road.

Wimbledon High School
Mansel Road, London, SW19 4AB
wimbledonhigh.gdst.net

Head
Ms Fionnuala Kennedy

Contact
T 20 8971 0900
E info@wim.gdst.net