



Job Description

Job Title: Estates Administration Manager
Department: Estates
Responsible to: Estate Director
Last reviewed: May 2024

Job Outline

The Estates departments are responsible for ensuring that Haileybury's buildings, grounds and vehicles are well presented, safe and professionally managed.

The Estates Administration Manager is responsible for the management and oversight of administrative functions within the Estates department. Additionally, the post-holder will schedule all planned activities using our Computer Aided Facilities Management (CAFM) software, book in contractor visits and file associated certification and documentation against respective assets.

The Estates Administration Manager provides day-to-day support to the Estate Director and will also be required to assist with ad-hoc projects.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Accurately manage compliance certification, pre-planned maintenance, and booking of compliance related servicing. Maintaining all compliance records and portals.
- Ensure the Control of Contractor Policy is implemented at all times and that all contractors have been approved prior to attending the site. Managing the Inventory contractors signing in system.
- Ensure the holiday and absence process and uniform allowance are kept up to date, and proactively managed.
- Management of Every system: Planned Preventative Maintenance (PPM), Assets, contractors, users.
- Ensure purchasing, invoice management and financial reporting are accurate and efficient across the department.
- Assisting with residential property management including inspections, landlord compliance, house moves, and liaising with residents with regards to access for maintenance issues.
- Deputise for the Property and Helpdesk Manager and Estates Helpdesk Coordinator in their absence, as required.

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- Ad-hoc administration as required, including holiday cover for Estates team, minute taking for meetings and associated documentation.
- Ensure that all staff members, visitors and contractors, are aware of and adhere to the School's procedures for completing and working in accordance with risk assessments, health and safety standards, risk control systems, first aid procedures, fire safety arrangements and any other statutory regulations or policies that apply.
- Administrative support for the Estate Director.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Estates Administration Manager

Person Specification

	Essential	Desirable
Qualifications		
A good standard of education (minimum A Level, or equivalent)	✓	
Knowledge, Skills and Experience		
Proven experience in a similar role	✓	
High level of computer literacy	✓	
Proficient in Google Suite and Microsoft Office	✓	
Excellent communication skills	✓	
Excellent standard of written communication	✓	
Highly organised with the ability to prioritise work to deadlines	✓	
Excellent attention to detail	✓	
Experience of working in a school		✓
Experience of minute taking		✓
Personal Attributes		
Self-motivated and proactive	✓	
Committed, punctual and reliable	✓	
Collaborative	✓	