

University College School  
Frogna  
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## **JOB DESCRIPTION**

September 2022

UCS is a charitable independent education foundation with 3 separate schools and playing fields all in or close to Hampstead. The Foundation has an excellent reputation for providing a high standard of education with a liberal ethos to its 1200 pupils, who enjoy fine facilities. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

### **Job Details**

Job Title: Estates Administrator  
Reports to: Head of Estates  
Location: Frogna, Hampstead, London  
Contract: Permanent: Full time Monday - Friday 8am to 4pm with day release to complete Level 3 Apprenticeship in Facilities Management  
Salary: 25,000.00

### **The Role**

The Estates Administrator role is a varied and exciting role with the Estates Department, you will be supporting and working closely with the Estate Project Coordinator and Head of Estates to provide administrative support to the department.

The Estate Administrator will be the department's frontline connection to the school community on repair and maintenance related requests through the management of a repairs helpdesk system.

The Foundation sites consist of listed and modern academic building, co-curricular, Sports and Gym Facilities. The Estates Administrator will also work closely with the Health and Safety Advisor, Site Services Manager and Cleaning Manager to ensure the day to day operational requirements of the Foundation sites are met.

The role requires you to be willing, flexible and prepared to carry out reasonable tasks not necessary covered with the job description.

## **Key Responsibilities**

Applicable to all Foundation sites, including UCS Active

- To be the primary point of contact for the Estates Department for staff, contractors, and suppliers including instructing and assisting site contractors, providing access to areas as needed.
- To assist the Estate Project Coordinator in providing an efficient and cost-effective Repair & Maintenance service for the Foundation.
- To manage UCS's Repair & Maintenance helpdesk, allocate requests to relevant parties, and track the outcomes of the requests.
- To create, maintain and update Estates' Asset Register
- To create, maintain and update data and electronic project files for Annual Statutory Repair and Compliance works, including PAT, Fixed Wire Testing, Water Hygiene Testing, Emergency Lighting etc.
- To provide administrative support to the Head of Estates & Site Services team for any contractor meetings and site queries.
- To keep the Authorised Contractor files up to date.
- To order supplies for the Estates department following school procurement procedures and ensuring good value for money at all times.
- To establish good communication and working relationships with all internal and external stakeholders

## **Experience**

- Excellent organisational skills with administrative experience
- Highly IT proficient with strong written & verbal communication skills
- A proactive multi-tasker with the ability to work well as part of a team and individually

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check from the Disclosure and Barring Service (DBS) and other pre-vetting requirements.