

University College School
Frognal
Hampstead
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JOB DESCRIPTION

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. UCS prides itself on its contribution to the wider community and its support of schools in Uganda and Romania. For further information about UCS, refer to our website www.ucs.org.uk

Job Details

Job Title: Estates Administrator
Reports to: Head of Estates
Location: Frognal, Hampstead, London
Contract: Permanent, full time
Salary: £26,250.08

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 assist the Estate Project Coordinator in providing an efficient and cost-effective Repair & Maintenance service for the Foundation.
- To maintain UCS's Repair & Maintenance helpdesk and allocate orders to relevant parties.
- 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 establish good communication and working relationships with all internal and external stakeholders
- On behalf of the Estates Department, instruct and assist site contractors, providing access to areas as needed.

Experience

- Good organisational skills
- IT proficient
- Administration experience
- Strong written & Verbal communication skills
- A strong multi-tasker with the ability to work well as part of a team and individually
- Proactive
- Good sense of humour

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.