



# King Edward's

W I T L E Y

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## Job Description – Administrator, Estates and Facilities (Fixed Term Maternity Cover)

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### Overall Purpose

The Administrator is office based and provides general administration support to the Estates and Facilities department and acts as the first point of contact and link between customers and the department, providing a central point of access and coordination to Estates and Facilities services at King Edward's School.

Reporting to: The Estates Bursar (EB)

Location: King Edward's School Witley

Direct reports: Nil

Hours of work: Full Time. Monday to Friday 8.00am-4.30pm, with 30 minutes unpaid break for lunch.

Annual leave: 30 days including Bank Holidays (rising to 35 days after 5 years with the School).

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### Main duties and Key responsibilities

- Based in the Estates Office at the front desk, to carry out general administration and coordination tasks for the Estates and Facilities Department. Providing support to the Estates Bursar(EB), Facilities Manager(FM), Estates Team Leader, Health and Safety Manager and the Operations supervisor at Barrow Hills School (BHS).
- To act as the first point of contact and link between customers and the department, providing a central point of customer access (Helpdesk) to Estates and Facilities services.
- To proactively administer inbound (visitors/calls/emails) enquiries and requisitions relating to various aspects of Estates and Facilities services and, in doing so, take ownership, resolve any issues and monitor through to completion.
- To maintain regular communication with colleagues and customers, providing guidance to what Estates and Facilities services are available and how to access these services. Solicit customer feedback to provide insight and help us to develop our services.
- To liaise and coordinate services with key members of the Estates and Facilities Team in particular the EB, FM, Estates Team Leader, Health and Safety Manager and the Operations Supervisor at BHS.
- To maintain and update both manual and electronic records, schedules, registers, policies, procedures and operational documents relating to Estates and Facilities services.
- To take ownership of administrative processes and systems within the Estates and Facilities Department, looking to implement good practices and streamline where possible.
- To cover the Porter's Lodge as Reception as required.
- To carry out any other reasonable duties as required.

- To carry out administration tasks relating to:
  - **Compliance** (in particular Safeguarding, ISI and Statutory compliance).  
To ensure these records and documents are controlled and maintained in accordance with regulations, policies, and procedures.  
To set-up and maintain a compliance calendar and schedules.
  - **Health & safety**  
To administer health and safety incident reports and inputting information into the incident database.  
To maintain health and safety records for the department.
  - **Team resources**  
To maintain and update staff-related records, process timesheets, absences and leave records, organise staff meetings, appraisals and training. Set-up and administer the time and attendance system.
  - **Schedules and Calendars**  
To maintain, coordinate and communicate seasonal and periodic schedules such as heating in accordance with policies and procedures.  
To implement and maintain a calendar for operational events during both term and non-term time such as flags.
  - **Procurement**  
To source suppliers and quotations, process purchase orders and invoices, maintain expenditure records and update reports.
  - **Goods-in**  
To receive inbound deliveries, process goods-in and paperwork and organise forward dispatch.
  - **Service contracts**  
To schedule and organise service contractor visits and maintain and update service records.  
To implement service contracts register and maintain records.
  - **Contractors**  
To provide contractor administration, maintain records and implement approved contractors register.
  - **Staff Residential Property**  
To act as the first point of contact and link between staff, tenants in residential property and the department. Schedule and organise visits, work in properties, take and record meter readings and maintain and update property files including compliance records.
  - **Estates and Facilities Office**  
To maintain a professional office environment.  
Act as the point of contact for office equipment, systems, IT and stationery.
  - **Projects**  
To support the EB with the administration of projects as required.
  - **Events and Lets**  
To support the EB/FM with the administration of events and lets as required.

### **Person Specification**

#### Essential

- Previous experience in an administration role.
- Previous experience in a customer-facing role.
- Excellent IT skills, particularly the use of Microsoft Office packages, Word, Excel, PowerPoint and Outlook.
- Educated to GCSE C Grade or equivalent in English and Math's.
- Excellent verbal, written and numeracy skills.
- Ability to work on own initiative.
- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Excellent interpersonal and communication skills, be that written or oral.

- Calm and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm and sympathy for an educational environment and the aims of KESW in particular.

Desirable

- Experience of computerised database helpdesk system - Richmond or similar.
- Experience of working in an Estates and Facilities department.
- Experience working in education.

#### **FURTHER INFORMATION:**

##### **The Schools**

**King Edward's Witley:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2019-20 the Foundation provided support to over 52 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 420 pupils, around 35% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 30% of pupils are from abroad, from over 30 different countries. There is a Sixth Form of generally more than 100 pupils, most of whom go on to highly-regarded universities in the UK and abroad, including Oxford and Cambridge. The School is, and intends to remain, lightly selective. The curriculum is deliberately broad and suitable for pupils who encompass a wide range of abilities. The School offers the IB Diploma alongside A-levels to allow pupils to pursue different routes through the post-16 curriculum. We are proud of our heritage and longstanding engagement with the City of London through the Bridewell Foundation, a significant endowment from which allows us to provide boarding places to pupils with a clear boarding need – our Foundationers. The Head is a member of HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website [www.kesw.org](http://www.kesw.org).

**Barrow Hills School (BHS) (IAPS, 2 – 13)** Set in 33 acres with excellent facilities, BHS is a co-ed day school for 220 children aged 2-13. The School has a Christian ethos. In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools. Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: [www.kesw.org](http://www.kesw.org) and [www.barrowhills.org](http://www.barrowhills.org).

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire and Barrow Hills also is situated on the edge of Witley. The schools are about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The Schools are 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the Schools are surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the Schools are within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** The schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.