

Job Title	Property and Accommodation Coordinator
Reports to	Head of School Accommodation and Home Estate Property Management

Job Purpose

To support the day-to-day administration and management of the College's staff accommodation and wider property portfolio, ensuring properties are well maintained, compliant, correctly let and occupied in line with College policy.

Key Tasks and Responsibilities**Staff Accommodation**

- Maintain an accurate database of College accommodation, including property details, occupancy and availability.
- Coordinate incoming and outgoing occupants, ensuring check-ins and check-outs are completed for every move.
- Prepare and complete Licenses to Occupy for all properties.
- Arrange the provision and transfer of utilities and services, including moving dates, handovers and key management.
- Ensure outgoing occupants leave properties in line with their licence agreements, and assess and recover dilapidations where appropriate.
- Carry out annual property inspections and schedules of condition.
- Check empty properties weekly in line with insurance requirements.
- Manage furniture, furnishings, inventories and stock records in accordance with College policy.
- Support Council Tax arrangements in liaison with the Finance team.

Maintenance and Compliance

- Identify and report repairs, maintenance and redecoration needs, liaising with the relevant buildings team and contractors.
- Maintain a database of maintenance and property records.
- Support the Head of Property and Deputy Head of Property in ensuring statutory compliance, including Gas Safety, EPC, EICR, Asbestos and fire safety, and keep insurance records up to date.

Lettings and Short-Stay Accommodation

- Market and advertise vacant properties promptly to minimise void periods, including photographing and conducting viewings.
- Undertake annual property checks.
- Ensure empty properties are checked weekly.
- Complete tenant compliance checks, including right to rent, credit checks, referencing and deposit registration.
- Support the management of the College's short-stay accommodation, including bookings, cleaners, maintenance and guest queries.

Safeguarding and Compliance Responsibilities

All employees of Eton College are also expected to:

Created: October 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality.
- Display a commitment to and promotion of equality, diversity and inclusion.

Person specification

- Good knowledge of Microsoft software e.g. Word and Excel.
- Strong literacy skills, with the ability to prepare clear reports, tenancy documentation, correspondence and records.
- Good numerical aptitude, including the ability to monitor budgets, analyse property-related data and maintain accurate financial records.
- Experience in estate agency, lettings, housing association or similar.
- Strong interpersonal skills and ability to communicate effectively with staff at all levels including senior members of staff.
- Self-motivated and proactive, with the ability to manage competing priorities and work independently.
- Calm, patient and professional approach when dealing with a range of stakeholders and situations.
- Demonstrable commitment to delivering a high standard of customer service and responding effectively to customer needs

Desirable criteria:

- Knowledge Of Microsoft Access and property database.
- Driving Licence
- Basic understanding of domestic building construction.
- Interest in interior design.

Salary and Working Pattern

- Salary £22,000 per annum.
- Permanent contract - 52 weeks per year.
- 25 hours a week, five days a week – 9:30am – 2:30pm Monday – Friday.
- Occasional out-of-hours/call out work may be required to address accommodation issues. Time off in lieu will be agreed, where practicable with the Head of Staff Accommodation and School Estate Property Management

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