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|  | **Job Title** Buildings Department Assistant |
|  | **Reports to** Buildings & Facilities Director with support and interaction with the Maintenance Manager & Chief Building Surveyor |

**Job Purpose**

To provide practical and administrative support to Eton College’s Buildings & Facilities Department, dealing with a wide range of sometimes complex matters which support the department operationally at all levels.

**Key Tasks and Responsibilities**

**Practical support**

* Management of access arrangements (visitors/contractors etc) and liaising with a variety of stakeholders
* Scheduling of visitor appointments
* Accompanying Building Department visitors to properties for the purpose of inspections, remedial works, furnishings, utilities, statutory maintenance amongst others
* Visiting properties and taking responsibility as keyholder where necessary
* Confidently deal with outside contractors and escort them to gain access across the site
* Assist with contractors' visits as they attend to works
* Supporting on regular inspections of assets across the estate
* To inspect hospitality events and help co-ordinate and affirm safe and timely delivery and collection of hospitality related furniture and equipment from the Buildings Dept

**Office administration support**

* Data entry, reporting, extrapolation, manipulation of data from existing systems using a variety of software including Excel, bespoke systems, Word and Adobe
* Generating reports and delivering in a relevant and useful format – highlighting trends and anomalies
* Vigilance of potential issues and raising concerns with line manager
* Supporting our reactive repairs system (known as ‘Pinks’) and sharing relevant information between our Maintenance and Building Surveying functions to help their awareness of the condition of the estate, works co-ordination and general communication so projects and works best co-ordinate and mutually support
* Digitising hard copy files and uploading to electronic files to our Computer Facility Management System (CAFM)
* Archive and record information to support on-going facilities management, including using CAFM
* Be instrumental in evolving current systems and process to ensure that they remain efficient
* Supporting in-house systems and processes, including our Health & Safety training, risk assessments, and college wide induction records.
* Amalgamate files for logical access and ensuring details are kept up to date
* Electronic file management
* Source and file drawings, using Computer Aided Design (CAD) software – training can be given

**Other duties**

* Scanning and printing documents when required
* Liaising with Eton College staff with regards to access and visitor schedules.
* Raising repair instructions
* Minute keeping
* Retrieving, sending and sorting any departmental post and deliveries
* Other office management support as necessary
* Undertake any training relevant to the post
* Undertake such additional duties or projects as the Facilities and Maintenance Manager & Chief Surveyor may determine from time to time
* Commitment to and promotion of equality, diversity and inclusion
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Proactive and positive ‘can-do’ attitude recognising all matters, whether large or small, are important to the smooth and efficient running of the Department
* Flexible approach to work assisting with a fast changing and varied workload
* Previous experience in a busy and changing administrative environment
* The ability to maintain confidentiality and professionalism at all times; GDPR conscious
* Proactive approach to work
* Ability to work as part of a team
* Confident communicator liaising with a wide variety of people
* Excellent written and verbal skills
* Good working knowledge of Microsoft Office, Word, Excel and Outlook
* Good customer service and clear communication skills
* Demonstrable accuracy and attention to detail
* Ability to organise and prioritise own workload
* Able to use own initiative and work autonomously on day-to-day enquiries.
* Experience and skills managing customer relationships to ensure a high level of customer care and satisfaction

**Working Pattern**

* You will be working 40 hours per week, 8:00am to 5:00pm, Monday to Friday.
* You will be working 52 weeks per year.
* You will be entitled to 21 days’ paid holiday per annum, plus Bank Holidays which are also paid. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**