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| **Job Title** | Buildings Office Support Assistant |
| **Reports to** | Buildings & Facilities Director |

**Job Purpose**

To assist with the daily administrative function and support of departmental activities. The Buildings Department are responsible for maintaining all of the College buildings and grounds across the estate and this particular role is instrumental as the conduit between the department and wider College network of staff.

**Key Tasks and Responsibilities**

* To help administrate and support our systems for fast and accurate generation, and closure, of reactive repair work orders (our PINKS system). This involves supporting our administrative system on the generation and closure of scheduled work orders, on a weekly basis (training will be provided).
* Completing regular audits on contractor’s compliance records and email due reminders when necessary.
* Carry out regular analysis of current PPM administration to identify current trends and patterns.
* Supporting by producing insightful reports for Operational activity using our Computer Aided Facilities Management system.
* To support as a point of contact for the department navigating enquiries to the correct support function within the Buildings Department. Answering telephone calls and responding to enquiries relating to the work of the department, escalating where appropriate to colleagues within the Department where support will be given.
* Liaising with members of staff, both in the department and the wider college community by telephone, email or in person.
* Raising repair instructions on the PINKs system when required to do so and guiding other members of staff when needed.
* Providing administrative support to the Health & Safety Officers, including support on their College wide training records.
* Scanning documents and filing electronically adhering to advised systems.
* Filing hard copy documents.
* Recording incoming documents, adding dates and/or comments to systems if necessary.
* Raising Purchase Orders (training provided) and assisting on purchases of white goods and other furnishings.
* Printing and collating documents when required.
* Assist with the scheduling of visitors and arranging access to properties where necessary.
* Electronic and hard copy archiving of project and maintenance information.
* Taking and retrieving departmental post to the School Office on a daily basis following School Office procedures.
* Undertake any in house training relevant to the post or in line with current health and safety, safeguarding guidelines.
* Undertake such additional duties or projects as required to enable the smooth running of the Department and to support its variety of projects.
* 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 2023 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:

* Proficient in IT , particularly Microsoft Word, Excel and Outlook etc;
* Excellent written and verbal communication skills;
* Confident communicator liaising with a wide variety of people
* The ability to maintain confidentiality and professionalism at all times
* Ability to work well as part of a team
* Good customer service skills
* Demonstrable accuracy and attention to detail

You may also enjoy this role if you have;

* Positive ‘can-do’ attitude
* Flexible approach to work

**Working Pattern**

**Hours of work:** The post holder would be expected to work 40 hours per week Monday to Friday between the hours of 08.30am and 5.30pm with 1 hour unpaid lunch break.

**Holiday:** 21 days’ paid holiday per annum, plus Bank Holidays which are also paid. When a Bank Holiday falls during School term you may be requested to work on that day; if this is the case a day off in lieu will be given at another time.

**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.**