

JOB DESCRIPTION

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| Job Title: | Site Administrator (Fixed term – maternity leave cover) |
| Reports to: | Facilities and Site Manager |
| Working closely with: | Reception, Head of Housekeeping, Kitchen Manager, Estate Manager, Building Manager |
| Location: | Oak Hill College, Southgate, London |

ABOUT OAK HILL

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches, and for other spheres of Christian service. Its validated academic programmes at undergraduate and postgraduate level are awarded and quality-assured by Middlesex University. Oak Hill College is independently owned by the Kingham Hill Trust.

Purpose of role

To provide comprehensive administrative support for the Facilities and Site Manager and direct reports, understanding and at all times representing and imparting the Christian ethos of the college in serving the college community.

Main duties/responsibilities

- Being the face-to-face contact for Site Management enquiries, including interaction as required with students, faculty and their families, contractors, suppliers and staff colleagues.
- Receiving and logging maintenance requests, liaising with Site Manager and tenants to ensure timely completion of tasks.
- Maintaining Health and Safety compliance and Building Regulation logs, including the updating of files relating to suppliers/contractors on site with accurate and up to date Health and Safety qualifications, professional accreditations, safeguarding/code of conducts, insurance indemnities etc.
- Issuing of keys and the maintenance of key logs.
- Typing, updating and filing organisation of all documents - policies, tenancy agreements, student study licences, designing bespoke forms etc.
- Assisting with the research and development of policy and practice in as much as it relates to all laws and Approved Codes of Practice with regard to Health and Safety at Work Act etc. 1974, Landlords and Tenants Act, Housing Act 2004 and amendments, HMOs, Building Regulations and additional local bylaws for London Borough Councils of Enfield and Barnet.
- Providing administrative support for Accommodation/Study allocation committees, planning meetings and incident investigations.
- Both assisting with and carrying out inspections of college residences/studies, prepare inventories to support tenancy agreements, update the tenants' handbook.

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder.

- Sourcing spare parts and equipment required, researching prices, placing orders with suppliers and maintaining stock levels of regularly used parts.
- Liaising with utility companies in resolving meter reading queries and tenancy interregnum payments.
- Regularly liaising with Kitchen Manager, Building Manager, Estate Manager and Head of Housekeeping and providing administrative support where appropriate.
- Monitoring incoming furniture moving and refreshment requests and alerting Facilities & Site Manager to potential conflicts of room use or staff workload.
- Occasionally, out of hours, answering a call forward if the Duty manager is unable to answer the phone immediately.
- Assisting in the development and preparation of Health and Safety training packages for staff and students.
- Amending technical drawings, drawing up new site plans as required on TurboCad to support Fire Risk Assessments and general site usage. (Training will be provided)

Miscellaneous

The post holder shall be expected to carry out other duties from time to time, which are broadly consistent with this role, or to provide assistance to other members of the site team at peak workload times as well as cover during the absence of other team members.

Occupational Requirement

There is an Occupational Requirement that the post-holder is a Christian. The Equality Act 2010 applies. The post-holder understands, holds to and lives out the theological position, aims and objectives of the college.

Hours of work

Part-time 5 days per week, 9.00am to 1.30pm daily (22 ½ hours per week)

Remuneration Package:

- Salary details available on enquiry
- Annual leave will be 24 working days plus public holidays (pro-rated)
- Annual leave to be allocated over Christmas / New Year period.
- Generous pension scheme

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PERSON SPECIFICATION

The person appointed must demonstrate:

- Excellent organisational skills,
- The ability to be calm under pressure,
- The ability to exercise pastoral sensitivity in communication with our clientele,
- Microsoft Office skills including a good working knowledge of Microsoft Word, Excel and mail merge,
- Attention to detail and accuracy.

Notes for Applicants

To apply, in the first instance please submit your CV and a covering letter to Veronica Machin, HR & Safeguarding Manager at hr@oakhill.ac.uk. For details of remuneration and any other questions about the role, please contact Veronica by email. Closing date for applications: 29 March 2019

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