

<b>GRADE:</b>	NJC Grade 4 (Point 5,6)
<b>ACCOUNTABLE TO:</b>	Assistant Business Manager
<b>LOCATED AT:</b>	Central (Office Base Burgess Hill)

### MAIN PURPOSE

To provide administration support to the Assistant Business Manager, undertaking administrative and organisational processes within the Premises Team.

To assist the Premises Team as required, aiding with planning of compliance servicing and support and co-ordination of processes required for the Premises across the organisation.

### KEY DUTIES AND ACCOUNTABILITIES

- ✦ Under the direction of the Assistant Business Manager to maintain the schools schedule of compliance servicing in accordance with relevant legislation
- ✦ To process purchase orders ensuring Best Value is applied at all times
- ✦ Under the direction of the Assistant Business Manager, carry out audits of estates records, following up to ensure compliance across all facets.
- ✦ To provide reports and analysis on the Estates help desk as required
- ✦ To manage various Management Information Systems relevant to the smooth running of the Premises Department under the guidance of the Assistant Business Manager
- ✦ To provide general administration support and guidance to the Premises Officers as required
- ✦ To work constructively as part of a team delivering a flexible administrative service, creating and managing work planning spreadsheets.
- ✦ To support in Centre with weekly report checklist when required, to audit site files in rotation
- ✦ To meet and carry out audits with Cleaning Company where required
- ✦ To manage the service and repair of the Estate vehicles and ensure compliancy with vehicle paperwork
- ✦ To assist the Assistant Business Manager with obtaining tenders for projects carried out across the Estates ensuring Best Value is applied
- ✦ To monitor the Premises Helpdesk and action faults raised and assign for action. Monitor and follow up to ensure prompt resolution. Escalate to Assistant Business Manager if required.
- ✦ To cover reception and general secretarial duties when required, providing cover at WSAPC offices across West Sussex as necessary
- ✦ To contribute to the planning, development and organisation of support service systems/procedures/policies
- ✦ To operate relevant equipment/ICT packages (i.e. Microsoft Office, SIMS, FMS)



**GENERAL**

- ✦ Be aware of and comply with policies and procedures relating to finance, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ✦ Responsible for the care of, accuracy, confidentiality, security and maintenance of finance related manual and/or computerised information, including the development of relevant computerised management information systems and the maintenance of procedure manuals and forms, disseminating changes to relevant staff
- ✦ Remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
- ✦ Be aware of and support difference and equal opportunities for all
- ✦ Contribute to the overall ethos/work/aims of WSAPC
- ✦ To establish constructive relationships and communicate with other agencies and professionals
- ✦ Attend and participate in relevant meetings as required
- ✦ Support in other WSAPC Centres as required
- ✦ Participate in training, other learning activities and performance development as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others, coaching and mentoring junior staff
- ✦ The work may sometimes involve exposure to people or subject matter, which occasionally place emotional or environmental demands on the job holder

Signed: ..... (post holder)      Date: .....

Signed: ..... (Line Manager) Date: .....

*The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.*



## PERSON SPECIFICATION

### Qualifications and Knowledge

- ✦ Maths and English at GCSE or equivalent
- ✦ Working knowledge of administrative processes, school policy and procedures in an educational environment (desirable)
- ✦ Excellent knowledge of a wide range of ICT software, particularly Office 365.

### Experience

- ✦ Experience of financial systems (FMS) in a school environment (*Desirable*)
- ✦ Experience of financial processes including financial record keeping
- ✦ Experience in liaising with suppliers and contractors

### Skills and Abilities

- ✦ Excellent literacy and numeracy skills in order to understand written instructions, budget monitoring and financial processes
- ✦ Attention to detail in order to input data accurately, clearly and concisely, either verbally or in written/electronic form
- ✦ Ability to organise, plan and meet deadlines e.g. for VAT returns, DfE submissions, project organisation
- ✦ Proven ability to work under pressure and to tight deadlines
- ✦ An ability to maintain focus at times of unforeseen difficulty and uncertainty
- ✦ Strong organisational skills/business administrative skills
- ✦ Strong interpersonal skills to engender trust in staff and others
- ✦ Ability to work co-operatively as a team member, whilst also working on own initiative
- ✦ Ability to maintain confidentiality

### Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

### Other Requirements

- ✦ Able to move between locations across West Sussex

