

Estates Administrator

The Role

Department: Estates

Responsible to: Head of Estates

Location: Cirencester

Term & Hours of work: permanent; full-time – 35hrs, Monday - Friday

Salary: Grade 4: £19,201 - £ 22,658 (dependent on experience)

Relationships with: Staff, students, visitor, suppliers and contractors



Key Responsibilities

- 1** Act as the main reception for enquiries into the estates office, by telephone, email and post, following up queries to resolve problems, logging repairs or referring as necessary.
- 2** Maintain the estates register of contracts and approved suppliers, raise purchase orders per delegated authority and reconcile estates invoices to purchase orders/contracts.
- 3** Support the estates team in meeting its Health and Safety (H&S) and legal responsibilities including management of Personal Protective Equipment (PPE) stock, managing first aid rota/provisions, logging of H&S actions, scheduling of training and maintenance of electronic records of all estates reports and compliance related certificates/documents.
- 4** Collate information that is required for estates related regulatory and statutory returns.
- 5** Provide car-parking permits and maintain records for both students and staff consistent with the car parking policy.
- 6** Metering, ordering and onward invoicing where required for all utility/renewables.
- 7** Order furniture when required and manage any requests.
- 8** Respond to waste disposal issues as and when necessary.
- 9** Maintain a schedule of estates vehicles, ensuring that they are taxed, insured, have valid MOT certificates and that drivers are licensed to drive them.
- 10** Respond to and manage external bookings for sports pitches.
- 11** Maintain annual leave, absence and training records for the estates team.
- 12** Provide other support for Head of Estates and other members of the estates team as required.

Person Specification

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview
The post holder must be able to demonstrate:		
A good standard of general education - GCSE or equivalent	E	A
Administrative working experience at a similar level	E	A
Experience of working in the Higher Education and/or Property Sector	D	A
Excellent IT skills - Microsoft Office, especially Word and Excel	E	A, B
Experience of minute taking	E	A
Good level of numeracy skills		
Strong organisational ability - excellent at multi-tasking, having the ability to manage own workload and to prioritise and progress a range of tasks.	E	B
High level of interpersonal and communication skills	E	B

Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role

Closing date: 17th October 2019 with **interviews** on 25th October 2019.