



Job Description

Job Title:	Estates Administrator
Reports to:	Head of Estates Services
Based at:	The Carr Fenton Foundation
Hours of work:	37 hours per week
Annual Leave:	35 days including 8 bank holidays
Salary:	A23

Role

At The Carr Fenton Foundation, our ambition is to deliver safe, sustainable and well-managed environments that enable high quality education and support services.

The Estates Administrator plays a key role in supporting the effective delivery of estates and facilities operations across the Foundation. The postholder will provide high-quality, professional and responsive administrative support to the Estates team, ensuring that maintenance, compliance, statutory obligations and operational activities are effectively coordinated, recorded and reported. The postholder is responsible for providing the administrative support that underpins the effective delivery of statutory compliance requirements across the Foundation.

This role is central to ensuring that systems, processes and information-flows operate efficiently, supporting both day-to-day service delivery and longer-term estates planning and compliance.

The role is primarily site-based across the Carr Fenton Foundation estate, with occasional off-site work aligned to the Foundation's wider charitable, community or fundraising activities.

Duties and responsibilities

By nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The Estates Administrator must be willing, flexible and prepared to carry out reasonable tasks not necessarily covered within this job description.

1. Safeguarding

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the Foundation which support safeguarding and must act in accordance with the Foundations safeguarding & child protection policy and code of conduct.

All staff must complete mandatory safeguarding training.

2. General Duties

Operational and Maintenance Support

1. Act as a central point of contact for estates-related queries, face-to-face, via phone, email and helpdesk systems
2. Monitor and manage the job ticketing system, ensuring timely allocation and completion of tasks
3. Maintain accurate and up-to-date records of planned and reactive maintenance activities
4. Support the coordination of internal estates staff and external contractors

Compliance and Estates Information Management

5. Maintain and organise records relating to statutory compliance (e.g. fire safety, water hygiene, gas safety)
6. Administer and maintain the estates compliance schedule, ensuring all statutory inspections, servicing and testing are planned, booked and completed within required statutory timescales
7. Coordinate with contractors to arrange compliance inspections and servicing, ensuring all access, documentation and requirements are in place
8. Receive, process and maintain compliance reports, certificates and audit documentation, ensuring any actions are recorded and tracked to completion
9. Support the Health and Safety Coordinator in monitoring and reporting compliance performance, ensuring risks, overdue actions and statutory requirements are clearly identified and escalated where required
10. Ensure all estates documentation is accurate, accessible and audit-ready

Financial and Procurement Administration

11. Raise purchase orders and requisitions in line with Foundation procedures
12. Support goods receipting, invoice processing and contractor payment workflows
13. Track expenditure and support budget monitoring where required

Contractor and Stakeholder Coordination

14. Coordinate contractor visits, ensuring compliance with safeguarding and site access requirements
15. Maintain visitor, contractor and DBS records
16. Liaise effectively with internal departments to support estates service delivery
17. Promote a professional and responsive service culture

Fleet and Operational Resource Administration

18. Support the coordination of fleet servicing, maintenance and compliance requirements
19. Maintain vehicle booking systems and associated records
20. Ensure all relevant documentation relating to drivers and vehicle use is accurate and up to date

Systems and Access Control

21. Maintain site access systems, including issuing and managing fobs and access permissions
22. Ensure accuracy, data integrity and confidentiality of system records
23. Support the effective use and development of estates systems and digital processes

Continuous Improvement and Service Development

24. Support the review and improvement of administrative systems and processes
25. Contribute to the development of efficient, digitally enabled ways of working
26. Ensure suitable systems are in place to support the administration of reporting, data analysis and performance tracking, including appraisal outcomes and continuous professional development activities, where required.

Person profile and skills

Essential Criteria:

- Proven experience in an administrative role within estates, facilities or a similar operational environment, with the ability to manage systems, processes and compliance-related documentation effectively.
- A strong commitment to continuous learning and professional development, with the motivation to take ownership of the role and contribute positively to the effectiveness, reliability and continuous improvement of the Estates service.
- A proactive and organised approach to work, demonstrating pride in delivering a high-quality administrative service that supports safe, compliant and well-maintained environments across the Foundation.
- Ability to work effectively both independently and as part of a team, managing competing priorities, deadlines and operational demands within a busy estate's environment.
- Strong attention to detail, with the ability to maintain accurate records, monitor compliance schedules and support audit and reporting requirements.
- Excellent communication and interpersonal skills, enabling effective liaison with internal stakeholders, contractors and visitors in a professional manner.
- Ability to handle sensitive and confidential information with discretion, maintaining data integrity across estates systems and records.
- Satisfactory Enhanced DBS disclosure (to be completed as a precondition of employment).
- Two satisfactory references from previous employment (to be completed as a precondition of employment).

Training

The Estates Administrator will be required to undertake training relevant to the key objectives and responsibilities of their role and the wider objectives of the Foundation.

Working relationships

The Estates Administrator has a day to day working relationship with all departments and is required to co-operate fully with all members of staff. Strong customer service focus is essential.

Hours of Work

The post is full time. Working hours are from 8am to 4pm Monday to Thursday and 8am to 3.30pm Friday. Weekend work and work outside of normal hours will be by arrangement and will attract time off in lieu or overtime payment.

Person Specification for Estates Administrator

The specific qualifications, experience, skills and values that are required for the role are outlined below.

Criteria	Essential (E) Desirable (D)
Qualifications	
GCSE Grade 4 or above (or equivalent) in English and Mathematics	E
Relevant Business Administration or equivalent qualification	E
Experience and Knowledge	
Demonstrable experience in an administrative role within estates, facilities or a similar operational environment	E
Experience of maintaining systems, records and administrative processes in a busy environment	E
Understanding of statutory compliance, health and safety requirements or regulatory record keeping	E
Experience of coordinating activities, contractors or service delivery processes	E
Experience of working with a high level of accuracy and attention to detail	E
Experience of working in a high-quality, customer-focused environment	E
Experience of working within an education or comparable setting, including environments that support individuals with diverse needs (knowledge of BSL would be desirable)	D
Experience of supporting audits, inspections or compliance-related activities	D
Skills and Abilities	
Excellent organisational, planning and prioritisation skills, including the ability to manage multiple tasks and competing deadlines	E
High level of competency in Microsoft Office and the ability to quickly learn new systems and software	E
Excellent interpersonal and communication skills, both written and verbal	E
Strong attention to detail, with the ability to maintain accurate records and monitor compliance schedules	E
The ability to work calmly and professionally in a changing environment, without compromising quality and standards	E
The ability to deal with confidential and sensitive information with diplomacy, discretion and tact	E
Ability to work effectively both independently and as part of a team	E
Behavioural, Values and Ethos	
The ability and flexibility to work with wider teams and offer support as necessary.	E
Evidence of, and commitment to, ongoing professional development.	E
Commitment to the Foundation and promotion of Equality, Diversity and Inclusion.	E
Commitment to safeguarding and the promotion of a safe environment for children, young people and staff	E