# Job Description

## Job Title: Estates Compliance Administrator

## Reports to: Head of Asset Management

## Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its 830 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the School’s trading subsidiary. The School employs c. 550 staff.

The estate covers 125 non-contiguous acres, almost one mile apart at its extremities and interspersed by town housing and retail properties. It includes 59 acres of playing fields, 14 acres of gardens, and a built estate of 80 buildings with an insurance replacement value of £200 million, whose combined external footprint is 775,000 sq ft, and of which 23 are listed (Grades I – II). Buildings include teaching blocks, assembly buildings, boarding houses, staff housing, administrative and technical accommodation, and sports facilities. A programme of new buildings followed full co-education in 2001, including boarding houses, a Music School, sports pavilions, a dual-use Sports Centre and an RIBA national-award winning Science Centre completed in 2014.

The Estates team of about 40 people is responsible to the Estates Director and work in Maintenance, Grounds, Gardens, Estates compliance, Porterage and Security departments. The School is undertaking an ambitious Infrastructure Strategy to improve and renew elements of the Estate, including its core boarding provision, and has refinanced its long-term borrowings to fund the strategy.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

## Job purpose

1. To assist the Head of Contracts to enable the delivery of this function and maintain statutory compliance of the School Estate.
2. To co-ordinate the Planned Preventative Maintenance programme, liaising with a variety of stakeholders.
3. To work closely, and as directed by the Head of Building Fabric and Head of Mechanical & Electrical Services in the management of the day-to-day PPM programme.
4. To be a central point of contact for both internal and external stakeholders, which will involve manning the reception, answering the telephone, managing the central inbox, organising the receipt and issuing of post and parcels and other administrative duties to support the team.

## Your accountabilities

1. **Contract Administration:** Provide administrative support to the Head of Contracts which will involve:
	1. Preparing information to support the procurement process.
	2. Liaising with current and potential suppliers.
	3. Ensure that systems and processes are managed for the retention of all contract information utilising the School’s software.
	4. Maintaining the Contracts Register.
	5. Collating contractor and supplier information i.e. insurance, DBS, professional body certificates etc.
	6. Schedule Contractor Evaluation meetings and document these meetings.
2. **PPM Programme:** To coordinate the Planned Preventative Maintenance Programme (PPM) within the CAFM system, liaising with both the internal maintenance team and external contractors to ensure that work is completed within the agreed timeframes.

Be responsible for ensuring that all servicing paperwork is received and issued to the relevant person for approval. To ensure that all actions / remedials works from the service visits are documented on the CAFM system as directed by the Head of Building Fabric and / or Head of Mechanical & Electrical Services.

1. **CAFM:** To be responsible for data entry and highlighting any issues in relation to the system to the Head of Asset Management. It will be expected that improvements to the software may be required to support the changing needs to the department and the role will required to take the initiative on highlighting areas for improvement.

Responsible for updating information in relation to assets i.e. condition, issues, etc.

**Performance Monitoring:** Take responsibility for highlighting any concerns regarding performance of the internal maintenance team and external contractors, where the SLA and/or KPI’s have failed. The role will be required to produce regular reports to demonstrate the performance in relation to the PPM function. For example, no. of outstanding tasks in relation to agreed timeframes.

1. **Reporting:** To ensure that all data is available to provide a variety of reports to support all service delivery functions in the Estates team, and when required to input information for formal reporting for the School.
2. **Administrative Responsibilities:** The role will form part of the Estates Asset Management Team, which provide all administrative support to the Estates Team. The role will be expected to assist the Estates Helpdesk Administrator and the Estates Business Co-ordinator in their duties, to ensure that there are no gaps in the service delivery function.

## Qualifications, skills and experience, personal qualities required

**Qualifications:**

* NVQ L2 in Business Administration or relevant alternative
* Maths and English (GCSE Grade C / 4 or above)

**Skills and experience:**

* Use of a CAFM system and utilising data to support the estates function
* Strong IT skills including scrutiny and analysis of data
* Strong communication and excellent teamwork
* Working in an 24/7 estates environment with a focus on customer service

**Personal qualities:**

* Excellent verbal and written communication skills at all levels of the organisation
* Possessing the capacity to analyse and improve systems and working practices
* Positive, ‘can-do’ and forward-looking attitude, striving for improvement
* Diplomatic problem-solver who understands the requirements of stakeholders and colleagues
* Diplomacy and sense of humour

## Key relationships

* Bursar
* Finance Director
* HR Director
* Commercial Director
* Marketing Director
* Senior Deputy Head
* Deputy Head Academic
* Registrar
* Health & Safety Manager
* Housemasters/mistresses, Heads of Department

## Terms and conditions

Working hours Monday - Friday 35 hours per week.

Reception is open from 0800 – 1700 and must always be covered. The rota system (split between three roles is as follows):

 Shift 1: 0800 -1600

 Shift 2: 0830 – 1630

 Shift 3: 0900 - 1700

Salary £25,000

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is [TBC] working days, of which up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of twice annual salary

 Free membership of dual-use Sports Centre (£25 annual admin fee)

 Free staff lunches in term-time

 School fee day place discount for children of staff

 Retail and restaurant discounts, via Sodexo platform

Cycle to work scheme

Free annual ‘flu jabs

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to hr@uppingham.co.uk, 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

LE15 9QD

## Organisation charts

**UPPINGHAM LEADERSHIP TEAM (ULT)**

**Headmaster**

(Chair)

Senior Deputy Head

Bursar

Deputy Head Academic

Finance Director

Registrar

Director of IT

HR Director

Operations & Procurement Director

Estates Director

Commercial Director (UK)

Development Director

Marketing Director

**EDUCATIONAL LEADERSHIP TEAM (ELT)**

**BUSINESS SUPPORT LEADERSHIP TEAM (BSLT)**

**Headmaster**

(Chair)

**Bursar**

(Chair)

Development Director

Registrar

Deputy Head Academic

Marketing Director

Operations & Procurement Director

Commercial Director (UK)

HR Director

Director of Information Systems

Estates Director

Finance Director

Senior Deputy Head

H & S Manager

Assistant Head, Sixth Form

Assistant Head, Teacher

Development

Assistant Head, Data /

Acad. Mgmt.

Assistant Head, Pastoral

Assistant Head, Co-curricular

**BSLT – DETAIL**

**Bursar/**

**Clerk to Trustees**

**PA**

**Finance Director**

**Estates Director**

**Commercial Director (UK)**

**Operations & Procurement Director**

**HR Director**

**Director of**

**Information Systems**

**H&S**

**Manager**

HR services

Recruitment

Wellbeing

Pay & benefits

Staff housing

Building Projects

Building Systems

Maintenance

Estate compliance

Environment

Energy

Grounds

Gardens

Security

Porterage

Lettings

Sports Centre

School Shop

Miscellaneous

 trading

Health & Safety

Fire safety

Transport

IT Infrastructure

Client services

Databases & software

IT Training

Telephony

Accounts

Funding

Treasury

Payroll

Reception

Contract catering

Procurement

Operations contracts

Cleaning:

Boarding Houses

Central buildings

**FINANCE**

**PEOPLE**

**BUILDINGS**

**ENERGY &**

**EXTERIOR**

**TRADING**

**INFORMATION &**

**COMMUNICATION**

**TECHNOLOGY**

**HEALTH**

**& SAFETY**

**OPERATIONS & PROCUREMENT**