**Administrator (Estates)**

**Full time, permanent**

**£26,780 to £29,094**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

Nescot College has a fantastic opportunity for a permanent, full time Executive Officer (Estates), to join the Estates, Facilities and Executive Office Team.

**What we are looking for:**

* Administration experience
* Ability to organise time and manage competing deadlines
* Excellent communications skills and ability to work with all people
* Proficient with IT
* Good attentions to detail and ability to use own initiative

**Duties/responsibilities:**

* Provide professional and proactive admiration to the estates department whilst working the executive office
* First point of contact for estates team
* Responsible for the estate’s helpdesk including communicating with customers, prioritising and assigning tickets
* Coordinate the review and updating of the Estates and Facilities handbook, staff guides and estates information on SharePoint.
* Maintain records

**Benefits:**

* 25 days annual leave
* 5-minute walk from Ewell East Station
* Blue light card discount
* Free parking on-site
* A discounted on-site gym, sports hall, fitness classes, Starbucks, osteopathy and day nursery
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”. At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held 17th June 2025**



**Job Description**

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| **Position Details:** |
| **Title:** | Executive Officer (Estates) |
| **Department:** | Estates and Facilities & Executive Office |
| **Fraction:** | 1 FTE |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** |
| **Responsible to:** | Head of Estates and Facilities but to work across both estates and executive office team |

 **Functional links with:** Head of Estates and facilities, Estates and facilities team (Including health and safety lead); CMT, Curriculum and business support staff; Learners; Contractors; Visitors and Executive Officer

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| **Job Purpose:** |
| To provide a professional and proactive administrative support to the estates and facilities department and close working with the Executive Office to ensure the smooth running of the college. The role will primarily take ownership of administrative process implementing good practices and provide a first point of contact for the Estates and Facilities, liaising with college staff, suppliers and contracted services supporting the Head of Estates and Facilities in the various facets of Facilities Management throughout the organisation.  |

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| **Main Duties and Tasks:** |
| * To coordinate administrative processes and systems within the Estates Department, working with the Head of Estates and Facilities to implement good practices and streamline where possible.
* Be responsible for the estate’s helpdesk including communicating with customers, prioritising and assigning tickets, chasing tickets in line with SLA’s and regularly reporting on progress.
* Work with the Executive Office to ensure all key works and activities are booked into the corporate calendar.
* To minute and provide secretariate support for meetings, committees and working groups as required. Liaising with managers in the preparation of briefing packs, meeting papers and all other documentation, chasing up and coordinating responses.
* Coordinate the review and updating of the Estates and Facilities handbook, staff guides and estates information on SharePoint.
* Take ownership of the fire detection and intruder alarm system, maintaining logs, documentation, testing and fault finding.
* Take ownership of Trend 963 BMS system and its replacement.
* To maintain a database of current drawings in the main estates filing system acting as the main point of contact for issuing these to others.
* Record the import and export of drawings, Operations and Maintenance Manuals, Health and Safety file documents and other information from consultants and contractors.
* Maintain record keeping for the department both paper and online including, for example, Health and Safety, compliance, purchase orders, invoicing and helping to ensure the department is inspection ready at all times.
* Maintain the service contracts and asset registers for the department.
* Maintain, coordinate and communicate seasonal and periodic schedules such as heating in accordance with policies and procedures.
* Support with the administration of Estates projects as required.
* Check goods received and coordinate invoicing and financial records.
* To contribute to and participate in sustainable practices across estates and facilities and the executive office and identify and coordinate activities to meet our sustainability commitments.
* To provide cover for the Executive Assistant (Reception) as and when required.
* Maintain confidentiality at all times.
* Monitoring of H&S accidents and incidents in the absence of the H&S Officer
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on-going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding.

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: Head of estates Date: May 2025UPDATED BY: HR Date: May 2025 |

****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Executive Officer (Estates)** |
|  | **Essential** | **Desirable** |
| **Experience** | Experience of working in administration ideally within an educational, construction or facilities management environment.  | Premises Management Experience of Project Management. Planning and risk management,  |
| **Skills and Abilities** | Proven ability to organise time effectively, manage competing priorities and meet deadlines.Excellent communication skills both written and oral.Excellent IT skills, proficient in Microsoft Word, Excel, PowerPoint, and Outlook and the ability to pick up new software and applications quickly.Confident in report generation and analysis.The ability to maintain high standards and demonstrate accuracy and the ability to be thorough in your work.Attention to detail.Ability to work well with people at all levels of the organisation.An ability to use initiative, be proactive, assertive and solve problems.Excellent organisational skills - able to work to tight deadlines while keeping calm under pressure. |  |

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| **Qualifications** | Level 3 or equivalent level of education or equivalent experience for the post.Evidence of recent and relevant continuous professional development Key skills qualifications or willingness to undertake them.  | Facilities Management or NEBOSH Qualification or commitment to work towards one. |
| **Personal Qualities** | Proactive and forward-thinking individual.Pleasant, approachable manner.Pragmatic and logical approach to problem solving. Has awareness of equality and diversity and NEL Values which is promoted within your role.Commitment to continuing professional development.Commitment to safeguarding, PREVENT and promoting the welfare of learners.The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010.Commitment to energy management and sustainability. |  |

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