

Job advert

May 2019

Facilities Administrator

INTO University of Exeter has a vacancy for a Facilities Administrator. The post holder will report to the Facilities Manager.

Duties will include providing support for the Facilities Manager, maintaining Health & Safety Records, completing audits and booking staff travel and training requirements.

Requirements

The role would be suitable for candidates with a background in Administration within a Facilities Management context.

The successful candidate would also have the right to work within the UK.

Application Process

If you feel you have the necessary skills, experience and interest for this post, please complete our application form and return it to INTO-Recruitment@exeter.ac.uk

Closing date: 12 Noon, Friday 24th May 2019

Starting date: ASAP

Salary

£17,210.00 - £23,781.00 GBP Annual (depending on skills and experience)

For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

Job description

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Facilities Administrator

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

Reporting Line

The Facilities Administrator reports to the Facilities Manager.

Job Purpose

To provide administrative support for the Facilities Team to ensure the smooth day-to-day functioning of the department; to provide administrative support for purchasing across INTO Exeter; to provide general administrative support across the Business in designated areas.

Key Accountabilities

- Provide administrative support to the Facilities Manager and department managers within the facilities team: maintenance, catering, residences
- Support the Purchase Order system: checking that POs are raised correctly, filing the documentation, checking invoices against POs;
- Administrate procurement and training needs for staff within the centre, including background research, present findings and suggesting alternatives where necessary
- Make bookings for travel, accommodation and training for all centre staff as and when required;
- Devise and maintain office based work systems to deal efficiently with paper flow and the storing of paper work, documents and computer based information;
- Assist with general administrative tasks in conjunction with the Centre Director as and when required;

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.

INTO Exeter reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

At the University of Exeter, either at the INTO building or within the Duryard Halls of Residences.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal

record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Appropriate DBS disclosure will be required prior to confirmation of appointment. • Eligibility to work in and travel freely to and from the UK. 	
Education/Qualifications	<ul style="list-style-type: none"> • 5 subjects at GCSE O-Level including Maths and English. 	<ul style="list-style-type: none"> • Educated to A-level standard or equivalent.
Knowledge/skills	<ul style="list-style-type: none"> • Excellent command of written and spoken English. • Competent IT skills in Microsoft packages. • Ability to be assertive and constructive when required. • Ability to build and manage good working relationships with people at all levels. • Good team player. • Good attention to detail. • Ability to use initiative. • Ability to be discrete, confidential and sensitive in all issues. • The ability to work independently. • Good organisational and work management skills. • The ability to prioritise, meet deadlines and work under pressure. • Willingness to undertake and learn new tasks. • Sells a positive image of the company as the first point of contact for people inside and outside the company. • Ability to implement and work with clear systems and processes. • Proven administrative skills within a fast-moving work environment. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. 	<ul style="list-style-type: none"> • The ability to train and develop others. • Some Health & Safety knowledge desirable. • An interest in other nationalities and cultures. • Some knowledge of working in an HE or FE environment. • The role will require the individual to be familiar with the organisational structure and to have a good understanding of the working relationships across the organisation and within the partner University. • Ability to be flexible in terms of hours worked depending on work load priorities.

Key Competencies:

Leading and deciding:

- Deciding and initiating

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting

Creating and conceptualising:

- Creating and innovating

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks