

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.
JOB DESCRIPTION**

Post Title: Facilities Administrator (Maternity Cover)

Grade: CSS Scale 2/3

Post No: CS0612F

Date: May 2019

Line Manager: Assistant Facilities Officer (Help Desk & Finance)

Unit/School: Estates &Facilities

Job Purpose

To assist with the day to day financial transactions within the Estates & Facilities Department ensuring orders and invoices are processed in a timely manner, and that College financial procedures are adhered to. To maintain compliance data within the CAFM system and to liaise with contractors on servicing schedules. To be involved in minor projects as directed. To ensure a high focus on customer service at all times, directly supporting the Assistant Facilities Officer (Help Desk & Finance).

Principal Duties and Responsibilities

1. As directed by the Assistant Facilities Officer (Help Desk & Finance) raise standing orders for reactive services for Lincoln, Newark and Gainsborough sites
2. Monthly checking of standing orders for all sites to ensure adequate funds are available, and to raise additional orders as necessary.
3. Raise PPM orders as directed once contracts are finalised.
4. Goods receipt invoices for PPM orders using CAFM and Symmetry financial systems.
5. Book in PPM work as directed and update PPM Schedule spreadsheet.
6. Raise purchase orders for Estates & Facilities designated budget codes (i.e. rent, rates, vehicles) as directed, and process invoices accordingly.
7. To liaise with contractors to ensure timely receipt of invoices on a monthly basis for orders raised.
8. To assist with the maintenance of CAFM plant data as directed.
9. To liaise with Contractors to ensure compliance certification is current and to chase up paperwork accordingly.
10. To attend weekly meetings on PPM compliance financial orders.
11. To liaise with contractors/ suppliers over the phone and in person to ensure the smooth running of office procedures.
12. To maintain stock lists for cleaning and clothing supplies.

13. To assist with minor projects as directed.
14. To assist with the Estates & Facilities archiving.
15. To be part of the admin rota to provide front of house cover for the collection and return of vehicles and the booking in of contractors etc.
16. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
17. To develop and maintain quality standards appropriate to the post. To maintain professional standards and expertise by undertaking relevant professional development.
18. To conform with the Health & Safety requirements to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

Note: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other lawful and reasonable duties as directed by a supervising manager

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.
PERSON SPECIFICATION FORM**

Post Title: Facilities Administrator (Maternity Cover) **Grade:** CSS Scale 2/3

Post No: CS0612F **Date:** May 2019

Unit/School: Estates & Facilities

No.	Requirement	Proposed Selection Method *
Knowledge		
1	Minimum of an NVQ Level 2 or equivalent in a relevant discipline, or working towards a qualification in Facilities Management or associated discipline	A/I
Skills/Abilities – Interpersonal		
2	The ability to work in a non discriminatory manner	A/I
3	The ability to work as part of a team	A/I
4	Good customer care skills, with a helpful attitude.	A/I
5	Good written and oral communication skills.	A/I
6	Good telephone manner.	A/I
Experience		
7	Previous recent experience of working in a similar role	A/I
8	Experience of working with software specialising in Facilities / Asset Management	A/I
Work Related Circumstances		
9	The ability and willingness to undertake relevant staff development.	A/I
10	The willingness to work flexibly.	A/I
Skills/Abilities – Other		
11	Good literacy, numerical and organisational skills	A/I
12	Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training.	A/I
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By: Sylwester Rzeminski

Date: March 2019

Designation: Operations Officer

* **A = Application Form**

I = Interview

T = Test