

JOB DESCRIPTION

Post title:	Projects Administrator
Academy:	Central Office role - base location Oxclose Community Academy
Reporting to:	Head of Estates
Salary/Pay range:	NJC Scale 5
Hours of work:	Full Time 37 hours per week, all year round
Contract:	Fixed Term Contract until 31 March 2026 (Maternity Cover)

Purpose of Job

The Projects Administrator will provide high-level administrative and operational support to the Head of Estates ensuring the smooth running of maintenance, compliance, health & safety and site projects.

A contribution to the effective development of the trusts estates strategy by working closely with a multidisciplinary estates and facilities team to ensure a safe, efficient and effective environment over Laidlaw Schools Trusts growing portfolio.

Main Duties and Responsibilities

- Provide comprehensive administrative support to the Head of Estates and the Trust Estates team including;
- Coordinating and maintaining records for statutory compliance (e.g., health & safety audits, maintenance logs, contractor records etc)
- Monitoring and updating the Trust's estate management information system accordingly
- Coordinate estate-related projects, such as renovations, repairs, and facility upgrades and liaise with external stakeholders and internal team to resolve any issues.
- Assist with preparation of reports and data and support with data collection and tracking compliance (using Excel and Word).
- Support the Head of Estates by ensuring the relevant health and safety policies, legislation and codes of practice are in place, effectively applied and effectively communicated.
- Support the Head of Estates in the preparation and delivery of health & safety standards and operational procedures to ensure robust systems are in place, and work with stakeholders to ensure compliance is achieved across the school sites.
- Support with writing, updating and communicating emergency evacuation, lockdown and critical incident and business continuity plans.

Other Duties

- Any other duties as may reasonably be requested by the Head of Estates
- The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.
- The above is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required.
- To ensure appropriate safeguarding and health and safety compliance and risk assessments are carried out on contractors and ensure concerns are raised and communicated.