



## JOB DESCRIPTION

<b>Post:</b>	Premises Administrative Assistant
<b>Responsible to:</b>	Premises Manager
<b>Salary:</b>	£18,278 - £18,618 Scale 2
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service.
<b>Main Purpose of Job:</b>	To support the Premises Team on a day-to-day basis in the running of Truro and Penwith College's sites with regards to all premises and site related issues.
<b>Specific Duties:</b>	<p>To perform general administrative duties such as word processing, telephone calls, emails, diary management and various other duties required for the premises office.</p> <p>To proactively maintain Premises team files, training records, appraisals, annual leave and rosters for the Premises team etc.</p> <p>To liaise with outside contractors with regards to costing and project administration.</p> <p>To provide administration for projects using project software.</p> <p>To provide and maintain a system for provision and renewal of service contracts.</p> <p>To maintain appropriate administrative records related to the department.</p> <p>Compile meeting agendas, minute taking and attend Duty Manager weekly Lettings meeting</p> <p>Record data for health and safety requirements.</p>



Creating and managing records of weekly staff rotas, staff training, legionella testing, monthly meter readings, recording staff PPE etc.

To order and keep a record of resources for Premises team.

To liaise effectively with all College staff to support the smooth running of the Premises team.

To assist other members of the Operations team during periods of peak workloads.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.



The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### Premises Administrative Assistant

Ideally, the person appointed will have the following skills and experience:

- A significant amount of experience of working within an administrative support role.
- Excellent communication skills, both written and oral communication skills.
- Outstanding inter-personal skills in dealing with students, staff and members of the public.
- A willingness and flexibility to learn and then operate new procedures effectively
- A high level of IT skills including experience of working with spread sheets, databases.
- Professional and business-like approach, able to represent the college and the Premises team positively.
- Excellent organisation skills and the ability to work well in busy environments.
- A commitment to undertaking continued professional development activities relevant to the post.
- Trained in First Aid, or the willingness to attend relevant training.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.