

Facilities & Operations Administrator

Department:	Facilities
Hours:	40 hours per week, All Year Round
Working Pattern:	Monday – Friday, 08:30– 17:30 plus one-hour unpaid break
Salary:	£28,650.70 - £30,781.24 per annum
Contract Type:	Fixed Term to 30 June 2027
Reporting to:	Head of Estates and Operations
Direct Reports:	N/A
Location:	Euclid & Mayfield campuses

The Role

Job Purpose:

The Facilities & Operations Administrator will play an important role within the Facilities team, ensuring the smooth running of the department and across the School.

Key Outputs & Responsibilities:

Facilities Administration

1. Provide comprehensive administrative assistance to the estates team, including scheduling meetings, managing calendars, preparing reports, and maintaining accurate records and documentation. Develop and maintain office systems, including data management and filing.
2. Assist in maintaining and organising documents, contracts, permits, and other legal and operational records related to the organisation's estates, ensuring their accuracy, accessibility, and compliance with regulations.
3. Assist in monitoring budgets, processing invoices, tracking expenses, and maintaining financial records related to estate projects and activities.
4. For tasks which exceed the Estates and Operations team's skill sets, organise and liaise with approved Contractors to complete routine maintenance as necessary.
5. Reconcile Contractor invoices with Purchase Orders for the Head of Estates and Operations to authorise final payment.
6. Support the Head of Estates and Operations to co-ordinate meetings with Service Providers and Contractors, and other School personnel as necessary.

7. Reconcile, record and report Facilities department attendance and hours worked, including overtime, on-call and call out hours as applicable.
8. Assist the Estates Operations Department with report writing for various forums including Board, Executive and School Committee's.
9. Support the Head of Estates and Operations to review and tender materials, equipment and consumables, creating and approved supplier list.
10. Purchase materials and equipment from approved suppliers as appropriate and necessary.
11. Oversee stock holding and inventory for fast moving and consumable items and equipment.

Catering

12. In liaison with the COO and the Head of Estates and Operations, review contracts and costs of school on an annual basis researching and collating information on possible alternative providers where appropriate. Supporting tenders where necessary.
13. Manage the purchasing and oversee the supply of School and Nursery purchased milk.

Euclid rooms and Mayfield Sports Centre Bookings

14. Receive and coordinate bookings for Euclid rooms, and Mayfield Sports Centre customer bookings, ensure that invoicing is complete, and payment is received. Contact customers for debt recovery as necessary.
15. Assist the Head of Estates and Operations in improving the booking system and developing new business in connection with the school's facilities and transport.

Transport Co-ordination

16. In liaison with the COO and the Head of Estates and Operations, review contracts and costs of school transport on an annual basis researching and collating information on possible alternative providers where appropriate. Supporting tenders where necessary.
17. To develop and maintain a good working relationship with transport providers and drivers.
18. Audit approved transport providers checking bus safety records and driver licence and disclosure compliance for example.
19. Act as a central point of contact in the event of any delays to the school buses to and from school. Communicating in a timely manner with pupils, parents and staff as appropriate.
20. Liaising with the Finance Department in relation to pupil passenger names and numbers using the School buses.
21. Produce and issue School bus passes in advance of each session.

22. Check and ensure that bus passes are routinely inspected by the bus drivers and that passengers are registered to use the designated bus service. Reconciling with finance as necessary.
23. Act as a primary point of contact for any disciplinary incidents occurring on School transport. Where appropriate liaising with respective Teachers, Deputy Heads and Deputy Rectors.
24. Assist with ensuring that pupils who have missed the School bus are safe, and parents are aware.
25. Co-ordinate School transport for trips, events and PE/Games fixtures. Liaising with the relevant members of staff to ensure that the most suitable and efficient transport is organised dependant on the information provided including numbers, destination(s) and budget. Ensure use of Schools own vehicles where most efficient and practicable.
26. Co-ordinate and liaise with the transport provider on school trip transport arrangements including flight information in respect of flight transfers to and from airports.
27. Ensure transfers to and from Mayfield Sports Centre run smoothly. Ensure that there is suitable supervision allocated to this service. Liaise with transport providers during each session to set timetables.
28. Ensure all transport cancellations are communicated to the transport provider in a timely manner, minimising any unnecessary costs.
29. Manage parent enquiries about bus transport costs, routes etc.
30. Reconcile transport invoices and authorise the Finance Department to make payment.
31. In liaison with the Health and Safety Advisor, ensure that Schools own transport is safe, compliant, and fit for purpose. Organise maintenance and inspection as necessary.

Person Specification

Essential:

- Relevant experience in administration and logistics
- Organised, with strong attention to detail
- Proactive and independent worker with a high level of initiative.
- Reliable and punctual with a strong sense of responsibility.
- Flexibility to adjust schedules and respond to ad-hoc requests.
- Ability to remain calm and act swiftly in emergency situations.
- Positive and approachable demeanour for effective collaboration with the school community.
- The ability work within a team
- Excellent oral and written communication skills
- Excellent observational and organisational skills
- High standard of IT skills
- Ability to communicate and liaise effectively and sensitively with parents

Desired:

- Full driving license

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.