



Estates: Senior Administrator

Cheltenham College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. [College \[13-18\]](#), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 720 pupils and aiming to become 750 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

[The Prep \[3-13\]](#) is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

The Appointment

The Estates Senior Administrator is directly responsible to the Estates Bursar for the provision of administrative support to the Estates Management Team. The role broadly involves the production and maintenance of the Estates Department's databases, minutes, letters, filing system, personnel information, and records. The role is pivotal in the delivery of maintenance and capital projects across the School Estate. The job holder will be mainly based in the Estates Office but may involve attendance in other locations around the School as required. The role reports directly to the Estates Bursar.

The post holder must have the ability to work in a busy environment, cope with conflicting demands and be able to demonstrate initiative. Knowledge of building operations would be advantageous.

Person Specification

- Excellent organisational and administrative skills
- Accurate word processing and numerical skills
- Meticulous attention to detail
- Outstanding telephone manner
- Strong inter-personal skills for communicating with teaching staff, contractors, support staff and departmental personnel
- IT Confident with extensive knowledge of Microsoft Word, Email, Excel and experience of using databases
- Discretion when dealing with confidential matters
- Confident and self-motivated with the ability to work unsupervised in a very busy environment and to prioritise to meet tight deadlines
- Team player with co-operative and flexible attitude

Duties and Responsibilities

General Team Administration

- Provide administrative support for the Estates Bursar and Estates Management Team as required
- Maintain full and up to date attendance records for all Estates staff, including annual leave, lieu time, overtime, sickness absence, compassionate leave, plus any other non-attendance items for Estates staff. Monitor trends and escalate any concerns to respective managers where appropriate. Ensure HR are informed of all relevant information in a timely manner
- Report any safeguarding issues on the CPOMS on-line system.
- Carry out reception duties which will be shared with and co-ordinated with other members of the Estates team. Duties include greeting visitors and contractors; issuing keys and passes; accepting deliveries.
- Ensure monthly payroll submissions, to include overtime and zero hours payment, are collated for the whole of the Estates team and submitted to Payroll in accordance with the processing deadline date as published from time to time by the Payroll Department
- Following initial training, become proficient at using the Estates run on-line CAFM system which stores Estates data and acts as a booking system for school staff to request Estates work to be undertaken. Provide on-going support to maintain and improve the usage of the current system
- Organise and maintain electronic diaries for the Estates Bursar and Estates Management Team
- Arrange and attend monthly Estates Management meetings, identify action points and transcribe and distribute them
- Place orders and liaise with suppliers in order to ensure prompt delivery of goods, as required by the Estates Management Team
- Source and order stationery, IT equipment and uniform for Estates staff. Distribute, control stocks, and monitor expenditure
- Carry out filing photocopying, scanning etc. when required
- Maintain and update internal documents e.g. telephone list, flow chart etc.
- Assist the Estates Bursar and Estates Management team in the drafting of letters, documents, spreadsheets when required
- Receiving and dealing with general enquiries received either by phone or in person at the Estates office
- Manage incoming and outgoing post
- Ensure administrative processes in the department are compliant with ISI guidance and prepare for and support ISI inspection of key administrative areas within the team including training and contractor checks and records

Training and Staff Development

- Arrange induction training, including Safeguarding and Health & Safety training, for all new starters.
- Deliver group Safeguarding Training to contractors and temporary staff as they start and as refresher training is required
- Arrange for the annual safeguarding training for Estates staff and a selection of contracted staff, maintain Safeguarding Notice Board
- Coordinate the appraisal process for the Estates team to enable annual completion of the process for each staff member within the allocated timescale
- Liaise with the Training Manager to provide appropriate compliance and development training for Estates staff and maintain department training records
- Act as an IT champion for the team driving and supporting the use of IT systems and software

Contractors

- Support the Estates Management Team to research and source suppliers
- Manage the Supplier Contracts process for Estates following the 'Entering into a Contract' Process and maintaining an accurate and up to date list of Contracts and Contractor Operatives.
- Ensure new Contracts are appropriately reviewed, approved, and signed and lodge them with the Deputy Bursar's Office
- Manage the process for Contractor Operatives for the Estates team in line with the Contractors Process including:
 - Maintaining a list of approved Operatives for each Contractor
 - Checking id documentation for new and returning operatives
 - Supporting operatives to complete DBS forms where we carry out such checks on behalf of their employer
 - Delivering Safeguarding Training to Approved Operatives
 - Arranging and monitoring supervision for Unapproved Operatives
 - Signing in Operatives and giving out appropriate id badges
 - Answering queries from Operatives
- Ensure that the list is up to date on an ongoing basis and complete an annual review to ensure that Health and Safety and Insurance documentation etc. is current for all contractors regularly on site
- Continuously seek to suggest improvements to the Contractor process, review suggestions with the Estates Bursar and other stakeholders, and effectively communicate and implement any agreed improvements.

The above list of job duties is not exclusive or exhaustive; the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Terms and Conditions

- Hours of Work: 0800 – 1300 Monday to Friday (25 hours per week).
- Salary: Grade E/F Pro-rata salary from £19,500 to £22,750 per annum (*based on full time equivalent of £30,000-£35,000 per annum depending on experience*).
- 20 days paid annual holiday plus bank holidays and Christmas shut down (rising to 25 days with length of service).
- School lunches during term time.
- Use of College sports' facilities (at staff allocated times)
- Pension scheme (subject to satisfactory completion of probation)
- Subsidised health scheme membership (Benenden Health)
- Staff discounts at local businesses and retailers

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