



WESTMINSTER SCHOOL

Estates and Operations Department Administrator – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to GCSE/Level 2 (or equivalent) including English & Maths	Yes	
Knowledge/Experience	Strong administrative experience	Yes	
	Database management and experience of using One Drive/Teams/EVERY (or equivalent)	Yes	
	Awareness of statutory compliance requirements relevant to school estates	Yes	
	Knowledge of statutory Planned Preventative Maintenance (PPMs)		Yes
	Knowledge of building services systems		Yes
	Experience with procurement administration		Yes
	Experience working within an educational or public sector		Yes
	Experience working within estates, facilities, or compliance-focused setting		Yes
	Awareness of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Ability to manage multiple priorities and maintain accuracy under pressure	Yes	
	Ability to work independently and as part of a team	Yes	
	Professional and reliable demeanour	Yes	
	Excellent communication skills both written and verbal	Yes	
	Strong organisational skills with high attention to detail	Yes	
	Adaptable as per the needs of the role	Yes	

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