



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 | 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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Structure of Estates & Operations

