

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

LINE MANAGED BY: HEAD OF FACILITIES

JOB PURPOSE & OBJECTIVES Responsible to the Head of Facilities for the provision of a dedicated administrative and clerical support service.

KEY TASK SUMMARY Provide dedicated administrative and clerical support to the Head of Facilities, including maintenance of records, electronic systems and associated systems.

KEY TASKS

- Manage Facilities Helpdesk and allocate works to relevant staff.
- Administer and maintain Asset Database, including PAT testing results. Equipment/furniture tagging and removal.
- Word processing including the production of letters, memos, minutes, reports and electronic information.
- Calculation of basic statistical information using spreadsheets.
- Recording of data or statistical information and retrieval of data from databases as required. Collating, analysing and evaluating information for reports required by the Head of Facilities.
- General clerical duties including electronic filing.
- Preparing and circulating agendas and minutes and taking minutes of meetings.
- Processing and recording of invoices.
- Maintenance of clear, organised systems for filing, information storage and retrieval.
- Accurately assist with the maintenance of all facilities and safety records.
- Processing and logging of contractors visiting site, including issuing passes.

Co-ordinating and arranging meetings as required.

Liaising with internal and external contacts.

Recording/filing of accident and incident reports and producing associated reports.

Collating information regarding PPE. Placing orders and maintaining records of items issued and stock items.

Raising purchase orders as required for all facilities supplies.

Maintaining records of all maintenance and repair activity.

Maintenance of current and accurate FM records.

Maintaining records of DSE assessments, and implementing associated changes.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: November 2022