



## **Estates & Facilities Co-ordinator**

### **Job Description**

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|--|--|
| <b>Area</b>                                | <b>: Estates and Facilities</b>  |
| <b>Salary</b>                              | <b>: £29,838 - £32,579 (<i>per annum, pro rata</i>)</b>  |
| <b>Hours of Work (Full-time/Part-time)</b> | <b>: 37</b>  |
| <b>Line Manager</b>                        | <b>: Estates and Facilities Manager</b>  |
| <b>Responsibility for</b>                  | <b>: Providing centralised operational, administrative and financial support to the Estates and Facilities Function across all Campuses.</b><br><b>: Promoting the welfare of children and young people.</b> |

#### **Main Purpose of Job:**

To provide efficient and effective painting and decorating services to ensure that the provision:

#### **Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the College.
2. Plan, schedule and maintain the College's Planned Preventative Maintenance (PPM) program across all Campuses.
3. Monitor statutory inspections and compliance activities including fire safety, legionella, gas, electrical and lifting equipment.
4. Maintain accurate compliance records and certification.
5. Arrange and coordinate contractor works, including quotations, purchase orders and site access.
6. Monitor contractor performance and ensure works are completed to specification and budget.
7. Coordinate Estates and Facilities finances including purchase orders, invoices and expenditure tracking.
8. Provide central support to Site Supervisors and assist with reactive maintenance issues where required.
9. Respond to daily Estates and Facilities queries and operational issues.
10. Provide diary management and administrative support to the Estates Manager.
11. Prepare reports, schedules and documentation for audits and inspections.
12. Maintain asset registers and departmental records.
13. Undertake any other reasonable duties consistent with the role.

**Generic Responsibilities:**

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College's strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Attend meetings as required and contribute to departmental planning.
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Estates & Facilities Co-Ordinator

## Person Specification



Cheshire College  
South & West

| Assessment Method |       |                            |                      |                            |            |
|-------------------|-------|----------------------------|----------------------|----------------------------|------------|
| Application Form  | *Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

| Education and Qualifications   |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Essential</u>   |                          |                          |                          |                          |                          |
| • GCSE Grade C (4/5) in Maths and English (or equivalent)  | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |
| • Evidence of continued professional development in Estates & Facilities administration of compliance. | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |
| <u>Desirable</u>   |                          |                          |                          |                          |                          |
| • Qualification in Facilities Management, Construction, or Property                                    | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |
| • Qualification in Health and Safety (NEBOSH / IOSH)   | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |
| • First aid qualification (or be willing to undertake)   | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |                          |
| Skills and Experience  |                          |                          |                          |                          |                          |
| <u>Essential</u>   |                          |                          |                          |                          |                          |
| • Experience in Estates, Facilities, or Property related administrative or co-ordination roles.        | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Knowledge of PPM programmes and statutory compliance requirements,                                   | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Strong organisational skills with the ability to manage multiple priorities.                         | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Experience of co-ordinating and managing contractors.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Competence in financial administration, including purchase orders and invoice processing.            | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Confident in IT skills, including Microsoft Office, as well as maintenance and finance programmes.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Strong awareness of health & safety practices  | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| <u>Desirable</u>   |                          |                          |                          |                          |                          |
| • Experience working within the education or public sector   | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| • Experience providing diary or administrative support at management level.                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Personal Attributes  |                          |                          |                          |                          |                          |
| <u>Essential</u>   |                          |                          |                          |                          |                          |
| • Strong interpersonal skills  |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| • Excellent team worker  |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| • Able to communicate effectively with learners and staff  |                          | <input type="checkbox"/> |                          |                          | <input type="checkbox"/> |

|   |                          |                          |                          |  |  |                          |
|---|--------------------------|--------------------------|--------------------------|--|--|--------------------------|
| • Ability to carry out all work with attention to detail          | <input type="checkbox"/> |                          | <input type="checkbox"/> |  |  |                          |
| • An ability to prioritise and work under pressure                |                          |                          | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| • Ability to use own initiative and work with minimum supervision |                          | <input type="checkbox"/> | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| • Commitment to on-going professional development                 | <input type="checkbox"/> |                          | <input type="checkbox"/> |  |  | <input type="checkbox"/> |
| • Full, enhanced DBS  |                          |                          | <input type="checkbox"/> |  |  |                          |

**Update: February 2026**