

Post Title	Facilities Administrator – Term Time only
Location	Craven College, Skipton
Rate of pay	Craven College Harmonised Pay Scale points 2-4 £23,903 - £24,747 per annum, pro rata to £16,026 - £16,592 per annum (38 working weeks, paid for 43 weeks)
Hours	30 hours per week
Responsible to	Head of Facilities & Estates
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.</p> <p>A full DBS Certificate via the Disclosure and Barring Service will be required for this post.</p>
Closing Date	Sunday 05 October 2025
Interview Date	TBC
Post No.	B256

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
However please feel free to apply for futures roles as appropriate

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk



Job Description and Person Details

MAIN JOB PURPOSE

To deliver a high-quality administration service, co-ordinating systems and processes to ensure the effective and efficient operation of the facilities department as directed by the Facilities Manager.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To assist the Head of Estates & Facilities in the administration of the department.
 - Liaise with outside agencies when required.
 - Using the college systems for Finance Documents
 - To maintain relevant filing systems as necessary for audit purposes.
 - To administrate the booking of college vehicles.
 - Conduct basic H&S administration.
 - Create and maintain up to date electronic Estates & Facilities files.
 - Deal with Estates & Facilities administration always ensuring sensitivity of confidentiality.
 - Assist with general day to day administration tasks as required, in line with the Estates & Facilities team as required.
 - Order basic stocks, supplies and control.
 - Maintain an efficient, tidy working environment, ensuring all relevant documentation is dealt with in a timely manner.
 - Implement and maintain appropriate electronic and manual filing systems.
 - Work in close liaison with the Estates Facilities team as an effective team member to improve systems and maintain high quality standards.
 - Participate in the College's appraisal scheme and undertake continuing professional development in line with the needs of the College.
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame)
- Good standard of numeracy and literacy.
- Basic Finance Experience.
- Previous Administration Experience.
- Highly organised with effective time management skills.
- Demonstrable experience of utilising Microsoft office suite/IT software to generate creative documents (e.g. templates, adverts, spreadsheets, presentations etc.)
- Ability to communicate effectively with all key stakeholders including line managers, employees.
- Willingness and ability to function as part of a small team.
- Ability and willingness to work both under supervision and using own initiative.
- Ability to work flexibly and on own initiative to meet the needs of the College.
- Ability to follow instructions, procedures and guidelines with accuracy and high attention to detail.
- Ability to create and maintain standard templates for record keeping and maintain relevant records and documentation accurately.
- Ability to achieve high standards working under pressure.

DESIRABLE REQUIREMENTS

- Previous experience of working within an Estates & Facilities environment.
- Experience of working with people at a variety of levels.
- Experience of working within an educational environment.