St Edmund's College
University of Cambridge

Job Title	Facilities Administrator
Department	Bursary
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Head of Facilities and Accommodation
Length of Appointment	Permanent
Nature of Post	Full Time, 36.5 hours per week
Salary Range	Between £27,453per annum - £30000 per annum

Main Purpose

Reporting to the Head of Facilities and Accommodation, the Facilities Administrator will provide administrative and organisational support to ensure the effective running of College facilities services.

This role focuses on coordination, record-keeping, compliance monitoring, and communication between staff, contractors, and College stakeholders. The Facilities Administrator will ensure requests are processed efficiently, information is accurate and up-to-date, and services are delivered to a high standard in line with College policies and values.

Key duties & responsibilities

- Act as the first point of contact for facilities queries, logging and tracking requests through the College Maintenance Systems.
- Perform general office tasks such as answering phones, responding to emails and filling documents.
- Collaborating with the Maintenance Supervisor regarding compliance logbooks and developing task sheets for the maintenance team.
- Coordinate contractors and maintenance schedules, ensuring records and compliance documents are accurate and filed.
- Support the facilities team with placing orders as required by the team.
- Maintain diaries, booking systems, and records for facilities-related activities including inspections, events, and audits.
- Assist in organising repairs, service calls, and facility maintenance tasks based on availability and urgency.
- Ensure compliance with health, safety, fire safety, and risk assessment requirements by keeping registers, updating logs, and scheduling inspections.
- Prepare reports, spreadsheets, and updates for management as required.
- Support communication between departments to ensure smooth day-to-day operations.
- Preparing and submitting quotations and distributing reports.
- To make recommendations on any facilities improvements which are required.
- Work with colleagues to share best practise and ensure policies are adhered to.

- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Ensure that all relevant records for building management/contractors are filled correctly.
- Adhere to Health and Safety policies and procedures
- Complete ad hoc tasks as required.

Person Specification

Essential:

- Experience in an administrative or facilities support role.
- Strong organisational and record-keeping skills.
- Knowledge of Health & Safety and Fire Safety compliance requirements.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and maintenance/helpdesk systems.
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Desirable:

- Experience within a higher education or college environment.
- Familiarity with building maintenance processes.
- Basic knowledge of procurement and budget tracking.

Skills

- Strong interpersonal skills; able to work with a wide range of people.
- Ability to prioritise workload and work independently.
- Attention to detail and accuracy in record-keeping.
- Customer-focused approach with problem-solving ability.
- Flexible and adaptable, able to respond to changing needs.

Org Chart