



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	Maintenance Office Administrator
Department:	Maintenance
Job purpose:	Supports the day-to-day administrative functions of the Maintenance Department.

Specific duties:	<p>Work Order Management:</p> <ul style="list-style-type: none">• Assist in the creation, processing, and tracking of work orders.• Ensure that maintenance requests are logged, prioritized, and assigned to the appropriate personnel.• Follow up on the status of ongoing work orders and ensure timely completion.• Maintain accurate and up-to-date records of all completed and pending work orders. <p>Scheduling and Coordination:</p> <ul style="list-style-type: none">• Help coordinate and schedule preventive maintenance tasks and inspections.• Ensure that technicians and contractors are informed of maintenance schedules and priorities.• Assist in organising repairs, service calls, and facility maintenance tasks based on availability and urgency. <p>Documentation and Record Keeping:</p> <ul style="list-style-type: none">• Maintain accurate records for all maintenance activities, including maintenance logs, inspection reports, and service contracts.• File and organise paperwork related to maintenance, repairs, and equipment history. <p>Inventory and Supplies:</p> <ul style="list-style-type: none">• Order parts and supplies as needed, and ensure that the maintenance team has the resources required for repairs and upkeep. <p>Communication and Support:</p> <ul style="list-style-type: none">• Serve as the point of contact for internal departments and external vendors regarding maintenance issues or requests.• Provide administrative support to the maintenance team, including scheduling meetings, preparing reports, and handling correspondence.• Communicate any maintenance-related issues or delays to affected parties. <p>Health and Safety Compliance:</p> <ul style="list-style-type: none">• Ensure that maintenance-related documents and procedures comply with safety regulations.• Assist in monitoring safety practices within the maintenance department and report any hazards or unsafe conditions.
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- Help maintain safety records, including inspection logs and compliance documentation.

Assistance with Budgeting and Cost Tracking:

- Support in tracking maintenance expenses, ensuring that costs remain within budget.
- Track invoices and ensure that payments to contractors, suppliers, and service providers are processed in a timely manner.

General Administrative Support:

- Perform general office tasks such as answering phones, responding to emails, and filing documents.
- Assist with preparing reports, presentations, and other documents for management.
- Help maintain the maintenance department's calendar, ensuring that deadlines and appointments are met.

Skills and Qualifications:

- Previous administrative or office experience is essential; experience in a maintenance or facility management environment would be helpful
- Ability to prioritise tasks, manage multiple activities, and maintain accurate records.
- Excellent verbal and written communication skills, with the ability to interact effectively with team members, vendors, and internal departments.
- High level of attention to detail in managing work orders, inventory, and documentation.
- Ability to recognise issues and assist in troubleshooting or escalating as needed.
- Familiarity with basic maintenance processes and terminology can be helpful but is not required.
- Knowledge of office software (Microsoft Office Suite or similar), particularly Excel, for tracking and reporting.
- Experience in facilities management or with general maintenance operations.
- Ability to learn quickly and adapt to new software or systems.



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Responsible for:	N/A.
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Responsible to:	Head of Maintenance
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These job and person descriptions are non-contractual

Created by: Maintenance Manager

Date: 7 November 2024

Reviewed by: HR Manager

Date: 7 November 2024