



Job Description: Admin and Facilities Officer
8.30am till 4.30pm, Monday-Friday
Salary: £23,000 - £25,000

To start March 2025

The Write Time is an oversubscribed independent secondary school (mixed) in South London catering to students with EHC plans as well as social, emotional, and mental health needs. As an Ofsted rated 'Good' school, The Write Time works with multiple local authorities across South London, including Croydon, Lewisham, Merton, Sutton, and Wandsworth to educate at risk learners as a long-term, permanent educational environment. Our school offers a stable, secure, and supportive setting. We ensure that the children and young people we care for can develop the skills and confidence necessary to help them fulfil their educational and social potential.

As well as our dedicated independent school, we also work with multiple partner schools in the local community, providing student support in their own educational environment.

As an exceptional admin and facilities officer, your organisational skills will be superb. You will have the proven ability to manage complex and time-sensitive tasks in a professional manner.

Job Description

- Ensure the school premises are safe, secure, and well-maintained.
- Oversee and coordinate routine maintenance, repairs, and servicing of the building, equipment, and facilities.
- Liaise with external contractors and service providers, ensuring compliance with health and safety regulations.
- Conduct regular site inspections and risk assessments, identifying and addressing maintenance and safety issues.
- Stock control.
- Ensure compliance with fire safety, security protocols, and emergency procedures.
- Monitor and maintain health & safety standards across the school, ensuring adherence to regulations.
- Maintain accurate records of risk assessments, incident reports, and compliance checks.
- Support staff in implementing health & safety policies and procedures.
- Coordinate regular fire drills, first aid provision, and emergency planning.
- Assist with general administrative duties for smooth day to day running, including record-keeping and document management.

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- Support the school office with scheduling and data entry.
- Help with logistics for school events, meetings, and compliance documentation.
- Support SLT by reviewing CCTV and sharing evidence.
- Support with exam entries and invigilation.
- Support with our IT functions – MS 365 and GEEX.
- Analyse and monitor data relevant to the progress of the schools KPI's.
- Prepare letters for external providers, parents and the Local Authority.
- Adhere to the Health and Safety Policy within the school.
- Assist in ensuring that the health, welfare, and safety of all the children in the school are met.
- Promote and safeguard the welfare of children in the school.
- Be knowledgeable of all school policies which relate to non-teaching staff.
- Read and abide by the Employee Handbook.
- Conduct school tours for parents, carers, and other professionals.

Qualifications, Knowledge and Experience

- Educated to at least Level 2
- Experience in facilities/building monitoring and control, premises support, or administration in a school or similar setting.
- Knowledge of health & safety regulations, risk assessments, and compliance requirements.
- Strong organisational and multitasking skills.
- Ability to manage contractors and maintenance work efficiently.
- Good IT skills (Microsoft Office, email, databases).
- Strong communication skills, both written and verbal.
- Proactive and practical approach to problem-solving.

Desirable:

- Experience working in a school environment, particularly in SEN settings.
- Understanding of safeguarding procedures.
- First Aid or Health & Safety qualification (or willingness to obtain one).

Other Professional Requirements

- Be vigilant in the monitoring of student behaviour and the supervision of pupils at all times
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school.

- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to Keeping Children Safe in Education guidance.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and pupils.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents/ carers and governors.
- Keep in regular contact with other concerned professionals.

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