**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Property Compliance Administrator | Estates and Facilities |
| **SALARY** | **BENEFITS** |
| Band 2 – £25,457 per annum  | Local Government Pension Scheme33 days plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Maintenance Manager | * N/A
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| **KEY TASKS AND RESPONSIBILITIES** |
| This is an exciting opportunity to play a key role in ensuring the property portfolio meets all relevant regulatory and statutory compliance standards. As part of our Maintenance Team you will monitor compliance levels and take/recommend appropriate actions.An essential part of this role will be maintaining excellent records of all work instructed and completed, along with any remedial actions communicated and set in motion.You will provide reports to various stakeholders that demonstrate our levels of property compliance across a multi-campus estate. |

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| **ROLE SPECIFIC KEY DUTIES** |
| You will be responsible for monitoring compliance standards across all our buildings on multiple campuses, including Building Safety Act, High Risk Buildings, health and safety, fire safety, asbestos management, gas and electrical safety and environmental regulations.Work closely with other teams across the organisation, as well as contractors and stakeholders to help maintain a safe and legally compliant property estate for the college. Always being mindful of developing and maintaining excellent working relationships.Conduct audits and inspections to identify and mitigate risks and monitor contractor performance to ensure adherence to safety and quality performance.Maintain up-to-date and accurate records of compliance using the systems provided and provide advice on regulatory changes you become aware of, and their impacts on the properties or actions we need to take.Meeting and greeting contractors, and ensuring the relevant paperwork (orders, instructions, health and safety checks, etc.) is in place before allowed on site.Utilise systems to provide data and reports that gives stakeholders assurances of our compliance levels.Complete compliance checks or actions where reasonable to do so, and to support the wider team.Obtain quotes, place orders and process associated paperwork and invoices.Actively review processes and procedures and suggest efficiencies where possible.Support the administrative function across the service where necessary and appropriate. Work across the service to support college events.Work flexibly to suit the needs of the business, and this could include evenings and weekends. |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community.
* **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring.
* **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact.
* **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to high quality standards (A/I)Excellent command of the English language (A/I/P)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| High level of digital literacy and competent in using a range of Microsoft products (A/I)English and maths GCSE at grade C/level 4 or equivalent (A) | IOSH qualification (A) |
| ***General Intelligence*** |
| Ability to review procedures, and ensure compliance (A/I)Good understanding of financial processes (A/I)The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P)Able to manage and interpret data in a range of formats (A/I) |  |
| ***Special Aptitudes*** |
| Able to use initiative and be confident in communicating with a wide range of people (internal and external) (A/I)Property compliance knowledge (A/I)Building operations experience (A/I) | Knowledge or experience of a wider estates or facilities function (A/I) |
| ***Interests*** |
| High levels of interest in the work and achievement of students (A/I)Full commitment to ensuring high quality support for the curriculum experience (A/I) | Empathy with education and land-based sector generally (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Friendly and approachable (I)Person centred approach (I)Able to motivate and inspire staff and students to high achievements (A/I) Organised and logical (I) |  |

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| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An excellent understanding of health, safety and sustainability requirements of a working environment (A/I)An understanding of and a willingness to promote and develop Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance - Enhanced level (important further information below)(A/I)Ability and willingness to work flexibly (I)Possess a current driving licence / willing and able to travel as required (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Property Compliance Administrator | Estates and Facilities |
| **SALARY** | HOURS OF WORK |
| Band 2 – £25,457 | 37 hours per week.Hours worked will be mainly Monday to Friday but may change to suit the needs of the business and will include evenings and weekends when required. |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 33 days annual leave, to include up to 7 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5% £17,801 to £28,000          5.8% £28,001 to £45,600 6.5% £45,601 to £57,700 6.8% £57,701 to £81,000 8.5% £81,001 to £114,800 9.9% £114,801 to £135,300 10.5% £135,301 to £203,000 11.4% £203,001 or more 12.5% You will automatically become a member of the LGPS  |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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