



TONBRIDGE  
SCHOOL

# MAINTENANCE ADMINISTRATOR

Estates Department



## THE DEPARTMENT AND POST

To achieve the School's aims, its facilities need to provide the best possible learning environment for the boys and teaching facilities for the staff, support excellent pastoral care, and make the School feel welcoming, safe and easy to get around.

The School's facilities are on an extensive campus close to the centre of Tonbridge and include many important historic and impressive buildings, 11 of which are Grade II listed, including significant academic buildings, 7 boarding houses and 5 day houses, a Sports Centre, Medical Centre, Theatre, the Chapel of St Augustine of Canterbury, over 150 acres of grounds and almost 100 units of owned and rented residential accommodation of various types.

The role provides first line administrative support to the Estates Department, including processing and reconciling deliveries and invoices, providing helpdesk cover and administrative support to the Estates Management Team.



## JOB DESCRIPTION

<b>Job Title</b>	Estates Maintenance Administrator
<b>Primary Line</b>	Head of Maintenance and Infrastructure
<b>Secondary Line of Report</b>	Estates Director
<b>Main Purpose</b>	To collate and process the departments purchase orders, credit card purchases, matching these with the incoming invoices. To provide helpdesk cover, when required and administrative support to the Estates Management Team.

### MAIN DUTIES

- Proactively administer, raise, collate and process the department's purchase orders, credit card purchases and match these with the incoming invoices/delivery notes for onward processing by the Finance Department.
- Query invoices, delivery notes and purchase orders which do not tally and follow through to a satisfactory outcome. To maintain invoice and credit card records.
- Raise and place purchase orders for stock and/or equipment with our suppliers as requested by Estates colleagues.
- Provide cover for the Estates Helpdesk/Reception when required, mostly during periods of annual leave. This will involve proactively handling inbound enquiries (calls/emails/helpdesk requests/contractors/visitors) relating to various aspects of Estates services. In doing so, help to resolve any issues, and monitor through to completion with the help of the in-house team.
- Provide general administrative support to the Estates Director and Estates Management Team, as required, for the department to function effectively. Examples include Health & Safety records; statutory compliance administration; toolbox talks; Planned Preventative maintenance task tracking.
- To undertake any other duties as may be reasonably required your Line Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

### PERSON SPECIFICATION

#### Skills and Abilities

##### Essential

- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Microsoft Teams, etc.).
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff and external contractors in a professional and friendly manner.

- Commitment to excellence, and strong attention to detail and accuracy.
- Proven organisational skills and a proactive, 'can do' attitude with a positive outlook.
- Team player with willingness to support others in their roles.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Ability to prioritise workload and work on own initiative.
- Awareness of issues involved in working within an educational environment.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.

### **Knowledge & Experience**

- Experience of working in a similar office role with a small team.
- Estates management repair reporting systems knowledge is not essential but would be helpful.
- Knowledge of the construction/facilities industry would be an advantage.
- Experience of working in an educational setting would be an advantage but is not essential.

### **HOURS OF WORK**

This is an all-year-round post working four days each week for 28 hours per week.  
Monday to Thursday, 9am to 5pm each day with a 1-hour unpaid lunch break.

### **REMUNERATION AND BENEFITS**

A salary of £21,723 per annum plus benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays (pro rata to part time and the contract term)
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Use of the School Library

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## **APPLICATION PROCESS**

### **SUBMITTING AN APPLICATION**

Full details and an application pack may be found at <https://www.tonbridge-school.co.uk/careers/>

Apply via our online application form or, send your completed application form to:

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org) 01732 365555

**Closing Date: Friday 8 May 2026 at 10am**

**Interviews: From Friday 15 May**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE  
ONLY CONNECT**

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**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press