



Camphill School Aberdeen

## Admin Support

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Workshop Admin Support
Service:	Facilities
Line Manager:	Facilities Manager
Salary Range:	£10.75 per hour
Hours:	10-12 hours a week (flexible hours/ days)

**Job Dimensions**– This role is a varied one. The key aspects are to support the functions of: Facilities Team. The postholder will require a variety of experiences in administrative support.

### This post requires:

- Good standard of education to National 5 equivalent
- Good PC skills: Microsoft Word, Excel, PowerPoint, and Outlook
- Good organisational skills
- Good communication skills, both oral and written
- Good interpersonal skills
- An ability to work using own initiative within boundaries.

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- An ability to work effectively with people across a wide range of levels and responsibilities
- Good team-working skills

## Key Responsibilities

- To provide support to the Facilities Department including minute taking, e-filing, document control, meeting preparation, recording, and archiving.
- Document Control – uploading of all documents to SafetyNet system
- Temperature monitoring – check the previous readings in case action is needed
- SafetyNet administration – add users, remove users – check documents for download are up to date
- Send out notice of works
- Point of contact for rented accommodation and retirees for fault/repair reporting
- Update and maintain House folders
- To undertake any other such tasks that fit generally into the purpose of the role.

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## Accountability

- Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required.
- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention.
- Ensure all reasonable precautions are taken to provide for the safety of children and young people attending Central Office.
- Ensure that work undertaken to safeguard children, young people and young adults is effective and consistent with the policies, procedures, and protocols of CSA .

## Personal Qualities and Aptitudes

- Enthusiastic and willing to learn and share.
- Demonstrate a warm and flexible attitude and approach to work.
- Highly motivated to make a difference to our cohort of children and young adults and to contribute to the life of the community

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.

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