



Job Description

Job Title: Property Administrator

Department: Property

Line Manager: Property & Estate Manager

Salary: £36,500 per annum

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The role will provide essential administrative support across the Property team, helping to ensure the smooth running of day-to-day operations and compliance activities. It plays a key part in coordinating staff records, managing systems, liaising with contractors, and supporting health and safety processes.

Main Duties

Office Administration

- Ensuring that the general office administration within the Property department is proactively managed, including training, annual leave and sickness.
- Taking minutes and recording actions where required for different meetings across the Cathedral properties and sites, including but not limited to site visits, contractor meetings and Property team meetings.
- Co-ordination of diaries where required to support team and cross-Cathedral collaboration.
- Ongoing administration of our VisionPro Computer Aided Facilities Management (CAFM) System, including accurate and timely inputting of information into the system.

- Collate Property team time sheets, record hours of overtime, send to HR.
- Administration and reconciliation of credit cards, invoices and purchase orders. Monthly sharing of records with Finance as required. Maintaining project trackers to ensure costs are recorded under associated projects.
- Maintaining the electronic and paper filing system and record sharing both for correspondence and for drawings, reviewing and setting up new systems in SharePoint to make files / drawings etc. more accessible.
- Organising and coordinating Property Team training, including working with external stakeholders such as the Cathedral Workshop Fellowship (CWF).
- Maintaining an Action Tracker from Fabric and Works meetings.
- Distribute services / events / work requests – allocating the tasks that come through on the Works Support email.

Ordering of Goods and Materials

- Completing goods and materials requisition sheets, ordering goods and materials, checking against budget codes.

Contractor and Service Contract Administration

- Supporting facilities management: Log and administer contracts and contract renewals in Vision Pro.
- Support the property team in relation to compliance, safety critical checks, fire and health and safety, adding recommendations to Cathedral systems appropriately
- Schedule contractors as required, ensuring that an escort is arranged and informing the Security and Resilience Team.
- Administration support for the team for benchmarking carbon reduction, assisting our 'Roadmap to Net Zero'

Health and Safety and Fire Safety

- Administer and record the allocation of PPE in line with compliance needs and ensuring regular condition checking and reordering where necessary.
- Ensure timely and accurate recording of accidents/incidents on spreadsheets.
- Schedule training as requested by the Health and Safety Officer and Fire Safety Officer (arranging training for the team), sourcing the training provider where required.
- Plan and schedule Health Surveillance as requested by the Health and Safety Officer.

Other

- The post holder must ensure they remain up to date with statutory training including safeguarding, fire safety and health and safety.
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

Person Specification

- Significant administrative experience, ideally within facilities management, construction, or a related setting
- Excellent customer service skills, to be able to build good working relationships internally and externally, with a good telephone manner and positive tone with written communications;
- Demonstrable organisational skills, be thorough and have excellent attention to detail, with the ability to work to deadlines;
- Able to work on own initiative and prioritise own work;
- Good knowledge of Microsoft Office, especially Excel and SharePoint. Experience of using Adobe suite including InDesign would be desirable.
- Possess a flexible outlook with the ability to problem-solve and adapt as situations arise;
- Good team working skills;
- A head for heights desirable but not essential.

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Additional information for the role

This is a full-time office-based role in our Chapter House offices next to St Paul's Cathedral. The role is line managed by the Property & Estate Manager and additionally supports the following roles:

- Director of Property
- Senior Project Manager
- Senior Facilities Manager
- Property and Estate Manager
- Health and Safety Officer
- Fire Safety Officer

The focus will be on providing administration support for our property maintenance and project works, and will therefore include site visits where the environment may be noisy and dusty. The

appropriate Personal Protective Equipment will be provided. The role may also include occasional travel to our estate in Tillingham (appropriate expenses paid).

The successful applicant will be joining St Paul's at a very exciting time. We are developing a Wren International Centre of Excellence for heritage craft skills and a 15-year plan of work to understand our maintenance and repair programme requirements. As a property team we provide excellent customer service to all departments and external stakeholders.

We support career development and would like everyone to share our passion for St Paul's Cathedral and our heritage.