

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Compliance and Facilities Administrator
Reporting to (Job Title):	Facilities Manager and Health & Safety Consultant
Grade:	£12.88 per hour – Band 4
Hours of Work:	25 hours per week, over five days
Place of Work:	Waterside House, Station Road, Irthlingborough NN9 5QF
Purpose of Role:	<p>To proactively support the Health & Safety Consultant and Facilities Manager in the delivery of administrative and compliance-related tasks.</p> <p>This includes conducting statutory health and safety checks, scheduling and documenting maintenance and repair activities, and ensuring all properties meet required health, safety, and operational standards.</p> <p>The role also involves liaising with contractors, supporting planned maintenance programmes, and ensuring records are maintained in line with legal and organisational policies.</p> <p>You will also assist with collating / maintaining documentation for ISO 9001:2015 and maintaining the Charity's policy schedule.</p>
Main Tasks:	<ul style="list-style-type: none"> • Conduct monthly Health & Safety (H&S) checks at the William and Patricia Venton Centre (HQ), covering emergency lighting, fire safety, water systems, and general building walkarounds. • Record and report findings from H&S visits using the organisation's online portal. • Arrange service and repair visits with contractors for all locations (including retail sites) in response to failed or substandard H&S tasks. • Coordinate and maintain service visits with suppliers and contractors to ensure compliance with H&S regulations. • Gather and upload service documentation to relevant SharePoint folders for audit and compliance purposes. • Update and manage the central database for all service visits, including follow-up and return visits. • Develop and maintain relationships with suppliers, ensuring competitive pricing and adherence to the "three-quote rule" for contract tendering across all properties. • Assist the H&S Consultant in performing property spot checks, ensuring legal and safety standards are met, and communicating findings and recommendations to department heads.

	<ul style="list-style-type: none"> • Support life cycle planning and the management of planned maintenance programmes across all sites. • Assist with maintaining a preferred contractor list, including collection of annual insurance and compliance documents. • Verify contractor competence and monitor compliance with health and safety legislation and quality standards during on-site work. • Organise and collect annual Display Screen Equipment (DSE) assessments from staff, flagging any concerns to the H&S Consultant. • Collect and update accident and incident reports into the organisation's central reporting system. • Work with department heads to collate and maintain COSHH (Control of Substances Hazardous to Health) safety data sheets and risk assessments. • Assist the Facilities Manager in organising and reporting on fire drills conducted at The Venton Centre. • Maintain the ISO 9001:2015 registration folder with up to date information and follow up scheduled updates due from managers. • Perform general administrative duties using Microsoft Office tools (e.g., Word, Excel, Outlook, SharePoint).
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The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

Person Specification

Job Title: Compliance and Facilities Administrator	Grade: 4	
Dept.: Facilities and Health & Safety	Date: 24.06.2025	
CRITERIA	D/E*	Assessed by AF / I / R **
Qualifications & Training		
Proficiency in Microsoft Office (Word, Excel, Outlook, SharePoint)	E	AF & I
Understanding of Health & Safety principles and regulations (but training can be provided)	E	AF & I
Knowledge of COSHH, DSE assessments, and accident reporting systems	D	AF & I
Team Effectiveness		
Strong organisational and time-management skills	E	AF & I
Ability to work independently and collaboratively	E	AF & I
Experience in managing contractor relationships and procurement processes	D	AF & I
Communication		
Good written and verbal communication skills	E	AF & I
Confidence in liaising with external contractors and internal stakeholders	E	AF & I
Works Experience		
Familiarity with statutory building compliance checks	D	AF & I
Understanding of ISO 9001:2015 and associated standards	D	AF & I
Previous experience in a facilities or H&S administrative role	D	AF & I

Prepared By: Michelle Wright/Sharon H-Scott	Date: 18.06.2025
Authorised By: Heather Whymant	Date: 24.06.2025

D = Desirable E = Essential

A = Application Form I = Interview R = References