

The background of the entire page is a photograph of a large, white, classical-style building with multiple windows and chimneys. A paved road leads towards the building, flanked by green hedges and trees. In the top right corner, there are several concentric, curved green lines. The Oak Hill College logo is in the top left.

OAK
HILL
COLLEGE

Facilities and Site Administrator

Job Advert - September 2025

Oak Hill College is seeking a highly organised and detail-focused Facilities and Site Administrator to provide vital administrative and coordination support across our estate, accommodation, and facilities services.

Reporting directly to the Facilities & Site Manager, you will take responsibility for the day-to-day systems that keep our site compliant and efficient. This includes maintaining accurate records, scheduling statutory inspections, and ensuring essential processes are delivered to a high standard. Alongside this desk-based work, you will also carry out practical checks around the site, such as fire safety and routine facilities inspections, helping to ensure our estate remains safe, well managed, and fit for purpose.

In addition, the postholder will also act as our Safeguarding Officer. This is a small part of the role, but an important responsibility for which full training and support will be provided.

We are looking for someone who is thorough in following procedures, proactive in spotting gaps, and confident in suggesting improvements to enhance the way we work. You will combine attention to detail with a forward-looking approach, contributing to a college environment that is well-run, compliant, and continuously improving.

In many circumstances, you will be the first point of contact when visitors arrive at the College, so a first-class customer-oriented approach is essential.

If you enjoy balancing structured administrative tasks with practical checks and want to play a key role in the smooth running of a purposeful college environment, this role offers both responsibility and variety. Please get in touch - we would love to hear from you.

The Role

The Facilities and Site Administrator provides vital administrative, coordination, and hospitality support within the Facilities and Site Team. The role exists to ensure the smooth day-to-day running of the college estate, accommodation, and facilities services, enabling the Facilities & Site Manager to focus on compliance, strategy, and operational oversight.

The role also covers the receptionist desk - usually two days per week.

Hours

Full Time – 37.5 hrs per week, 52 weeks per annum. You will be given 24 days holiday plus statutory bank holidays.

Location

Oak Hill College, Chase Side, London, N14 4PP.

Free on-site parking is provided and an excellent free lunch during term time.

Salary

£28,000 to £32,000 – depending on experience, with a generous matched pension scheme. We also have a life assurance scheme.

Start Date

From Mid-October 2025 or as soon as possible thereafter.

Want to find out more?

Get in touch with Trevor Newman, Facilities and Site Manager, for an informal conversation. You can contact Trevor on trevorn@oakhill.ac.uk

How to apply

If you would like to join our warm and friendly team, complete the application form and send it, along with your CV to hr@oakhill.ac.uk. We would be delighted to hear from you.

Closing Date: 12 noon Monday 29th September 2025

Interview Date: Friday 10th October 2025 - but we might like to interview you sooner. Please get your application in as soon as you can, as we reserve the right to close the application deadline early and make an appointment before the closing date.

Job Description (Sept 2025)

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder.

Job Title	Facilities and Site Administrator
Direct Reports	None
Works Closely With:	Facilities Administrator / Receptionist, Head of Housekeeping and Hospitality, Building Manager, Building Maintenance Technician, Painter, Estate Manager & External Contractors
Reports To	Facilities & Site Manager
Location	Oak Hill College, London
Working Hours	Full-time, typically 37.5 hours/week, Monday to Friday, 9:00am to 5:00pm, with a 30-minute unpaid lunch break.

Purpose of Role

The Facilities and Site Administrator provides vital administrative, coordination, and hospitality support within the Facilities and Site Team. The role exists to ensure the smooth day-to-day running of the college estate, accommodation, and facilities services, enabling the Facilities & Site Manager to focus on compliance, strategy, and operational oversight.

Key Responsibilities

Include but are not limited to:

Administrative & Coordination Support

- Work closely with the Facilities Administrator/Receptionist (see Appendix 1) to provide consistent cover and support, including preparing handover notes for changeover periods.

- Contribute to updating reception and site administration handbooks on a regular basis.
- Maintain accurate logs of maintenance requests, liaise with tenants, and coordinate contractors, escalating issues to the Facilities & Site Manager where necessary.
- Arrange and coordinate quotations from suppliers as directed.
- Maintain and update records of fixtures, fittings, machinery, and equipment, including manuals and specifications.
- Create and update digital records and forms (e.g. Google Forms, floor plans, maps, drawings).
- Record and submit monthly utility meter readings to Finance.

Compliance Administration

- Maintain compliance checklists and logs (fire safety, water hygiene, pest control, first aid, etc.).
- File and track compliance documentation, ensuring records are accurate and up to date.
- Provide information and records to the Facilities & Site Manager for policy updates and audits.

Communication & Reporting

- Provide weekly updates to the Facilities & Site Manager summarising maintenance requests, compliance tasks, and contractor schedules.
- Act as liaison between students/tenants, contractors, and the Facilities Team, ensuring clear and timely communication.

Accommodation Administration

- Maintain accurate records of tenancy agreements, licences, key handovers, and student occupancy.
- Prepare and issue accommodation information packs for new students and departing tenants.
- Support the Accommodation Committee by preparing minutes, maintaining records, and circulating relevant communications.
- Liaise with church ministers/administrators regarding any temporary housing opportunities the College may have to offer.

Hospitality & Events Support

- Assist in coordinating site support for college events, conferences, and visiting lecturers.
- Prepare signage, guest information, and logistical support in line with the college's ethos of Christian hospitality.

Safeguarding Officer

- Act as the organisation's Safeguarding Officer, serving as a first point of contact for safeguarding concerns. Full training will be provided.
- Follow safeguarding policies and procedures accurately and promptly..
- Liaise with Safeguarding Lead, leadership team, and external bodies as required.
- Undertake regular training and keep knowledge up to date.

Duty & Safety Roles

- Act as Fire Warden and First Aider (training provided).
- Assist with scheduled safety checks (e.g. fire alarms, water hygiene flushing).
- Act as a point of contact during emergencies when on duty, escalating promptly to the Facilities & Site Manager.

Appendix A

Job Description of Facilities Administrator/Receptionist

Reception and Hospitality Services include but are not limited to:

Reception and Hospitality Services Reception Duties

- Welcoming visitors, contractors, and guests; answering and transferring telephone calls.
- Referring enquiries to the appropriate staff and notifying hosts of arrivals.
- Maintain security by issuing visitor passes and updating the visitor log/register.

Mail and Deliveries

- Receiving incoming mail and courier deliveries throughout the day.
- Sorting and distributing incoming mail and notifying departments of deliveries.
- Managing outgoing mail, including deliveries and Post Office errands.

Meetings and Room Bookings

- Processing conference and meeting room bookings.
- Allocating meeting rooms and ensuring spaces are prepared for use.
- Greet guests and direct them appropriately to meeting rooms.
- Organisation of lunches for external guests or meetings, liaising with Oak Hill College's contract caterers.
- Booking taxis

Student and Accommodation Services

- Processing overnight accommodation bookings
- Processing point-of-sale transactions re: student and accommodation services - laundry, printing, etc.
- Managing student/staff meal bookings and updating records.

Administrative Support

- Maintain the College calendar
- Upload student job vacancies to the College intranet.
- Creating and issuing ID/access cards.

- Report income on a regular basis to the finance office.
- Performing scanning, printing, data entry, and other administrative tasks for departments.

Supplies and Equipment

- Ordering stationery and photocopier supplies (e.g. toner).

Health and Safety Responsibilities

- Assisting persons by providing first aid treatment as one of the college's team of First Aiders (training provided.)
- Assisting as a warden in building evacuations during fire alarms or emergencies (training provided).

Person Specification

The person appointed will have:

- Excellent organisational skills, accuracy, and attention to detail
- Strong verbal and written communication skills
- First class customer-oriented, 'can-do' and friendly approach
- Ability to manage competing deadlines and prioritise tasks
- Ability to work supportively in a small team
- Tact and sensitivity; good listening skills; discretion and confidentiality; advocacy
- Experience in an administrative role
- Computer proficiency in business management systems, Google, Microsoft and other packages
- The right to work in the UK
- Full sympathy with the aims, ethos and values of the College

And ideally will have (but training can be provided where required):

- Safeguarding experience
- Experience in a similar environment with health and safety duties
- Fire Warden experience
- First Aid

About Oak Hill

Oak Hill College is a theological college, based in North London, that offers the space, practical training, and supportive community needed for Christian leaders to thrive in ministry. Our full-time and part-time courses are designed to sustain a lifetime of faithful and joyful service.

Founded in 1932, the College offers courses from Level 4 (Foundation Award) to Level 7 (Postgraduate) validated by Durham University as part of the Common Awards Scheme.

The role will be based in the original manor house on site, which is located alongside an impressive range of facilities and accommodation in around 60 acres of gardens and parkland. The College is marked by its welcoming community, where staff and students are valued and supported.

Our Working Values

Our values shape the way we serve, how we work with one another, and what we look for in every member of our team.

All staff at Oak Hill agree to operate within this framework and use them for healthy reflective conversation.

Humble

- We put others before ourselves, serving with selflessness and humility.
- We own our failings and shortcomings and we welcome and give feedback, welcoming the chance to learn and grow.
- We listen carefully and speak respectfully.

Collaborative

- We unite around our common mission.
- We collaborate across roles and departments, valuing every voice and contribution.
- We cultivate trust, express appreciation, and celebrate each other's gifts and successes.

Trustworthy

- We take responsibility for our actions and pursue quality in all we do.
- We communicate openly and truthfully in all our interactions.
- We honour our commitments and follow through with integrity and care.

Innovative

- We embrace complexity with creativity and courage in a changing world.

- We evaluate and adapt with discernment, stewarding God's gifts faithfully.
- We collaborate with like-minded partners to advance the mission entrusted to us.

Gracious

- We treat one another with kindness and generosity, even in disagreement.
- We foster joy, gratitude, generosity and curiosity in all our interactions.
- We have a "for you" attitude, reflecting the grace we've received from God.