



Job Specification

For: Facilities Admin Officer

Ref: VR/01371

Job Description

Chatham, Kent
£25K + Excellent Benefits

Opportunity for a Facilities Administrator / Officer to join a prestigious training facility in Chatham, Kent. 12-month fixed term contract. £25K + excellent benefits. 37 hours per week (Monday – Friday 8-4.30).

Benefits include:

- Six weeks paid holiday (plus bank holidays)
- Generous contributory pension
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- On-site gym

The Facilities Administrator / Officer will assist the Facilities Manager and team in ensuring that the facilities, premises and equipment are properly recorded, maintained and serviced to the highest standard.

Facilities Administrator – an active and varied role which will include:

- Data input, identify assets, asset changes and updates.
- Procurement of items to support the Facilities department including Stationery, clothing, first aid supplies etc
- Stock check and auditing in the Facilities areas (inc PPE, clothing, first aid etc.)
- Set up and maintain computerised and manual records
- Escort contractors, carry out onsite induction process in line with the company security process
- Holiday cover for other Facilities administration staff, including covering Maidstone
- Provide high quality administrative support to the Facilities Manager
- Carry out annual asset audits, visits to other departments for Facilities issues
- Manual handling tasks throughout the department
- Co-ordinate the requests submitted to the helpdesk
- Travel between company sites as required by means of a private or company vehicle
- Co-ordinate the collection of secure shredding
- Environmental walks around all of the buildings collating quarterly data
- Set up security passes and car access for Dockyard staff
- Monitor and control the distribution of clothing for staff members
- Assist with regular assessing and inspecting of the offices and classrooms to ensure they are suitable for staff and students.

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



Additional experience to support your Facilities Assistant application:

- Knowledge and experience of Microsoft Office Applications
- Ability to work as part of a team
- Good oral and written communication skills
- Able to prioritise workloads
- Full UK driving license

The company is committed to creating a diverse and inclusive workplace, all applications will be considered. They provide support through Mental Health First Aid and Coaching and Mentoring schemes, are accredited Investors in People, ISO accredited and have a Gold Award in the Medway Healthy Workplaces Programme and have won several Health & Safety awards.

The company is passionate about the success they deliver for their learners, partners, and local communities, empowering people to be ambitious, solution-focused, proactive, and creative thinkers. Their values, Commitment to learner success, Investment in People, Collaboration through partnership to achieve shared goals, Innovation to prepare for tomorrow, help them achieve their vision, to be the UK's most innovative training design and delivery partner, trusted by customers to prepare them for tomorrow. They have a long and very successful partnership contract based at the Royal School of Military Engineering, Brompton Barracks.

Closing Date Friday 21st March although this is subject to change allowing for market conditions.

Full list of duties available on request.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

Compiled by : **Fiona Louch**
Compiled on : **03/06/25**

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