



Job Title	Site Administration Lead
Business Unit	Technology
Department.	Operations
Location	Cardington
Reports to (direct)	Site Manager

MAIN PURPOSE OF JOB

Acting as a point of contact for staff and on-site supervisors to oversee training, absence support, cost effectiveness and team performance.

KEY TASKS

- Meet and greet visitors to the site, ensure visitors are provided with a site induction (short) and contractors are supervised accordingly.
- Arrange lunch orders for SLT & client meetings.
- Ensure movement of visitors and their records are accurately maintained and traceable. Review colleague register/clocking in system daily, inform departmental team leaders, in a reasonable time frame, if a colleague has not clocked in.
- Collate overtime and clocking system reports to provide to People Services in accordance with monthly payroll cycle.
- Assist with sending documents and paperwork to the People Services Team as required
- Maintain Site Training records, support with training requirements and support the Operational team with training needs in collaboration with Senior Leadership
- Ensure site housekeeping standards are maintained together with site consumables
- Review services provided on site and make recommendations to the Site Manager
- Maintain site first aid kits and ensure cover is in place.
- Maintain records, ensure records are correctly processed within the appropriate waste management system.
- Site champion, supporting best practice for Environmental and H&S standards
- Ensure mandatory site checks and reviews are completed to support site certifications/standards.
- Raise PO's and manage the suppliers on Business Central.
- Provide general administration support to the Site Manager as required.
- Supporting site employee forums and working groups.
- Manage list of authorized key holders

SKILLS, KNOWLEDGE & EXPERIENCE

- Previous administration experience
- Experience of working within facilities environment or working with contractors
- Excellent customer skills
- Well organised with excellent attention to detail
- Able to multi-task and prioritise effectively
- Good communicator with a can-do attitude
- Proficient in Word, Excel and Power Point
- Able to operate at all levels and build positive relationships
- Trustworthy and acts with integrity at all times

BEHAVIOURS



- Communication – Actively presents information and ideas to all appropriate levels and leads others to do the same.
- Loyalty – Actively demonstrates belief in the company through positive language and promoting a team ethos.
- Commerciality – Demonstrates resilience and perseverance in driving for improvement.
- Initiative – Sees patterns and trends that are not obvious and acts on them.
- Flexibility – Drives the change process.
- Ownership – Believes in the ability of others to achieve goals and delivers on time, on cost and quality.
- Teamwork – Promotes the team and business before self.

The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

COMPLIANCE RESPONSIBILITIES

- Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
- Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager

APPROVALS:

Line Manager

Name:

.....

Signature:.....

Date:.....

Post Holder

Name:

.....

Signature:.....

Date:.....

The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to your local People Team.