

VACANCY DETAILS

Job Title:	Site Administrator
Nature of the Vacancy:	Temporary for 1 Year
Location:	Faith School's Joint Campus (Newton Mearns)
Number of days per week:	5
Number of hours per week:	40
Salary/Wage:	Depending on experience
Will training be provided?	Yes
Closing date for applications:	22 nd April 2016
Additional information:	Onsite Administrator post at the Faith Schools Joint Campus, Waterfoot Road, Newton Mearns

Main duties/responsibilities:
Responsible for administering all site information, telephone and filing duties, typing correspondence and minutes of meetings, administering H&S construction phase information, administering O&M information and H&S file documentation, drawing register, printing drawings, copying and issuing documents to Head Office, recording waste information and labour only KPI scores

Qualifications, Certificates or Licences (if any- please indicate if they are Desirable or Essential)			
CSCS or equivalent	Desirable	<input checked="" type="checkbox"/>	Essential <input type="checkbox"/>
NVQ in Administration or equivalent experience	Desirable	<input type="checkbox"/>	Essential <input checked="" type="checkbox"/>

Experience required:			
Relevant work experience (please specify below)	Desirable	<input type="checkbox"/>	Essential <input checked="" type="checkbox"/>
Only experienced Administrators need apply			

Skills, abilities and personal qualities:			
Excellent IT, numeracy, literacy and communication	Desirable	<input type="checkbox"/>	Essential <input checked="" type="checkbox"/>
Fluent English language	Desirable	<input type="checkbox"/>	Essential <input checked="" type="checkbox"/>
Previous experience in a similar role	Desirable	<input type="checkbox"/>	Essential <input checked="" type="checkbox"/>

Additional Information:
This position is for the term of construction (one year) with potential employment on future construction site. Additionally full training will be provided to the successful candidate including a CSCS card if you do not already have one.
To apply for this opportunity please send CV to worker@eastrenfrewshire.gov.uk by 22 nd April. Please include the Job Reference Number in all correspondence as without this we will be unable to process your application.