OAK HILL COLLEGE



Facilities and Site Administrator

Oak Hill College is seeking a welcoming, highly organised, detail-focused, and adaptable individual as our Facilities and Site Administrator to provide vital administrative and coordination support. You will be part of our facilities and site team during a period of development and change.

Reporting directly to the Head of Estates and Facilities, 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.

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.

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.

Oak Hill exists to see the church flourish. Our full-time and part-time courses are designed to sustain a lifetime of faithful and joyful service in Christian ministry. We train around 100 students each year on our accredited programmes, with the majority being mature students.

Contract

This is a full-time contract.

Hours

Full-Time – 37.5 hrs per week, 52 weeks per annum, Monday-Friday 8:00am to 4:00pm, with a 30-minute unpaid lunch break. You will be given 24 days holiday plus statutory bank holidays per annum.

Location

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

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

Salary

£29,000-£33,000 depending on experience. There is a generous matched pension scheme. We also have a life assurance scheme.

Start Date

From December or as soon as possible thereafter.

Safer Recruitment

Oak Hill College is committed to the safeguarding, care and nurture of everyone with the College community - please refer to our Safeguarding Policy, which can be found here. All appointments are made in accordance with Safer Recruitment and will be subject to appropriate pre-appointment checks, including a Disclosure and Barring Service (DBS) check.

Want to find out more?

Get in touch with Steve Mulrooney, Head of Estates and Facilities, for an informal conversation. You can contact Steve on stevem@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 16th November 2026

Interview Date: Tuesday 24th November 2026 - 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 (Oct 2026)

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	Head of Estates and Facilities
Location	Oak Hill College, London
Working Hours	Full-time, 37.5 hours per week, 8am to 4pm.

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 Head of Estates and Facilities to focus on compliance/H&S, strategy, and operational oversight..

Key Responsibilities

Include, but are not limited to:

Administrative & Coordination Support

- Work closely with the Facilities Administrator/Receptionist 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 Head of Estates and Facilities 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 Head of Estates and Facilities for policy updates and audits.

Communication & Reporting

- Provide weekly updates to the Head of Estates and Facilities 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.

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 Head of Estates and Facilities.

Person Specification

The person appointed will have:

- Excellent organisational skills, accuracy, and attention to detail
- Strong verbal and written communication skills
- Experience in a similar environment with health and safety duties. Ideally with recognised training in H&S from either NEBOSH/IOSH or similar. As well as training in managing Legionella and Fire Safety.
- 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
- Experience in an administrative role
- Computer proficiency in business management systems, Google (Primary), 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):

- 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 choose to work with humility. We put students and sending churches at the heart of what we do, and we serve others with care, not selfishness.
- We know we don't have all the answers. We admit when we get things wrong and we are open to feedback so we can grow.
- We listen well and speak with grace, especially with one another as colleagues. We value the ideas and wisdom of others. Humility shapes how we treat people and how we do our work, following Christ's example as we support and care for others every day, together.

Collaborative

- We work together with openness and a shared purpose. Collaboration is not just about getting tasks done — it's how we build trust, grow community, and make a real difference.
- We work across teams with respect and curiosity. We believe different ideas make us stronger.
- We support each other, share credit, and put team success before personal success.

Trustworthy

- Being trustworthy means doing our work with honesty and care. We take responsibility for what we do and aim for high quality in everything.
- We communicate clearly and honestly. We are open about what we can and can't do, so there is trust and understanding.
- We keep our promises and follow through on what we say. We do this with care for each other and the wider college community. Trust is the foundation of our shared mission.

Innovative

- We respond to a changing world with creativity and courage. We look for better ways to serve our mission.
- We test ideas, learn as we go, and adapt when needed. We invite feedback early so we can develop thinking together.
- We are not afraid to take wise risks. When things don't work, we learn from them and keep moving forward, trusting God at work among us.

Gracious

- We show grace because we each have received grace from God. We bring joy, gratitude, and kindness into our work and relationships.
- We speak honestly, even in hard conversations, but always with respect, humility, and care.
- We are for one another. We serve with generosity and help build a strong, supportive community.