

Job Title:	Depot Administration Assistant	Level:	REF: FM JD 2025/43 ISSUE 1 – JUNE 2025
Report to:	Operations Manager (RDF Maintenance)	Functional Management:	Operations Manager (RDF Maintenance)
Our Company	<p>Founded in 1864, the Clarke Chapman Group specialises in materials handling equipment and provides manufacturing and support services to a wide range of industry. As part of our proud heritage, we have been involved in the UK rail industry designing, manufacturing, and maintaining on track rail equipment. Clarke Chapman Facilities Management are responsible for several long-term maintenance and operation contracts for our client Network Rail.</p> <p>In 2000 Clarke Chapman was acquired by Langley Holdings plc, a diverse, privately owned engineering group based in the UK with principal operating divisions in Germany, Norway, France, Italy and the UK, with a substantial presence in the United States, and more than 90 subsidiaries world-wide. The group employs around 5,000 people worldwide.</p>		
Job Overview	As a valued member of our team, your primary duties will be to carry out administrative support service to the management & maintenance teams on the Rail Maintenance Engineering Contracts.		
Location	Based at York		
Outline of Job	<ul style="list-style-type: none"> Issuing of job numbers to tasks and updating internal asset maintenance logs. Develop and maintain period reports to identify trends, causal failures, and recommendations for areas of improvement. <p>Undertake the following tasks for completed maintenance records.</p> <ul style="list-style-type: none"> Check to ensure compliance with client maintenance instructions. Scan and file records electronically. Upload electronic files to client Fleet Asset Management System (FAMS based on IBM Maximo). <p>Inputting additional information to FAMS that will comprise:</p> <ul style="list-style-type: none"> Raise work orders c/w spares/material requirements. Processing/updating work orders with labour details and spares & materials used. Closing out work orders on maintenance task completion. Run reports from the client FAMS to support period KPI reports relating to performance, the use of spares, materials, and consumable items <p>Work with Project Engineers to ensure all unplanned maintenance is fault coded and risk scored appropriately.</p> <ul style="list-style-type: none"> Track progression of fleet modifications and provide summary reports. Undertake physical stock takes to verify physical material quantities match stock levels on the client system. Keep abreast of auto replenishing processes to ensure that the necessary stock levels are maintained at the depot Provide general administrative support. Utilise IT systems, including document and process logging, purchasing, filing and retrieval. Be prepared to carry out any work within capabilities. 		

Education Qualifications and Experience	Essential <ul style="list-style-type: none">GCSE maths and English grade C or level 4 (alternativelyFunctional skills level 2 in maths and English).Experience working in a similar role. • Proficient in using IT software i.e., MS Word, Excel, databases etc.Good interpersonal, oral and written communication skills		Desirable/Beneficial <ul style="list-style-type: none">Administration NVQ level II (preferable)Experience with IBM Maximo*Flexible attitude to tasks and job requirementsAble to simultaneously handle the pressure of dealing with a variety of tasks in a demanding environment <p><i>*Specific in-house training will be provided on client systems.</i></p>		
Key Accountabilities:	Provide an efficient administration support service for the depot and its associated sites entailing the input and maintenance of accurate records. Expediting necessary spares, materials & consumables to ensure the Fleet Maintenance Plan in maintained within schedule. The company places a high priority and emphasis on the Health, Safety and welfare of its employees and its operations. You will be required to ensure that all policies and procedures are correctly followed.				
Relationships	Will work as a member of a team, liaising and collaborating with other personnel as required. They will work with the Maintenance Supervisor and Service Engineers and will also be expected to liaise in a professional manner with members of the Clients operational staff.				
Deputies	Applicable Deputies – Other Depot Administrators				
Hours of work	Standard working week: 37 hours (additional hours may be required): 37 hours will be worked over 5 days (Monday – Friday)				
Holidays	25 days annual plus 8 bank/public holidays				
Salary	See Terms and Conditions for full details.				
Safety Implications	Be aware of all company policy and procedures and depot Health & Safety rules.				
Transport	Not applicable				
Potential career progression.	Further administrator or planning roles.				
Issue	Date	Amendment Details	Written By/Reviewed	Accepted By	Owened By
1	June 2025	Document first issued.	G. Burden	C Pagett	FM Network Rail