



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success



DEPUTY ESTATES MANAGER

INFORMATION FOR APPLICANTS

NJC Grade PO1 Scale Points 27 - 30

Actual Salary £23,241.89 - £24,796.82 Per Annum (22.5 Hours)

Actual Salary £38,220.00 - £40,777.00 Per Annum (37 Hours)

22.5 - 37 Hours per week, To Be Discussed

Permanent - All Year Round

Required ASAP



DEPUTY ESTATES MANAGER

Location:	Based in Otley, with travel to all Trust schools
Contract:	Permanent - All Year Round 22.5 - 37 Hours Per Week
Closing Date:	Tuesday 11 th November 2025
Selection Day:	Week commencing Monday 17 th November 2025

DEPUTY ESTATES MANAGER

Thank you for your enquiry regarding this post.

Please look on the Trust website [here](#) for more information about the Trust and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

01943 262203

The closing date for applications is **Tuesday 11th November 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews to be held **week commencing Monday 17th November 2025**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day there will be selection activities and the results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The Trust is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

The Deputy Estates Manager will play a key role in supporting the effective management, maintenance, and development of all Collaborative Learning Trust (CLT) sites.

Working closely with the Trust Estates Manager, the post holder will help ensure that all Trust schools are safe, well-maintained, compliant with statutory requirements, and provide high-quality learning environments.

This is a Trust-wide role and will involve regular travel across CLT schools. The Deputy Estates Manager will act as a key point of contact for site teams on operational and maintenance matters, and support them in resolving maintenance issues effectively and efficiently.

It should be noted that this is a Collaborative Learning Trust Central role and the post holder will be required to:

- Assist the Trust's Estates Manager with the day-to-day running of and coordination of estate operations across the CLT school sites
- Support the implementation of the Trust's estate management strategy, policies, and procedures
- Assist the Trust's Estates Manager with health and safety issues and risk assessments
- Lead on small project management from quoting to completion
- Contribution to specific maintenance or construction projects at Trust schools when required
- Monitor and oversee Trust school's planned preventative maintenance (PPM'S), ensuring these are completed to the highest of standards, and providing assistance where needed
- Ensure diarised events/tasks are completed with full attendance and completed within specified times

The postholder will be line managed by the Trust's Estates Manager, but also liaise with the Headteachers and Senior Leaders at our Trust schools

The Trust encourages staff to participate in any relevant training and expects them to be committed to continuous improvement leading to high levels of effectiveness in their designated role.

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home & Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: DEPUTY ESTATES MANAGER

Name:	
Job Title:	Deputy Estates Manager
Subject:	Site maintenance and development
Salary Grade:	NJC Grade PO1 Scale Points Point 27 - 30 Actual Salary £23,241.89 - £24,796.82 Per Annum (22.5 Hours) Actual Salary £38,220.00 - £40,777.00 Per Annum (37 Hours)
Contract Type:	Permanent – All Year Round
Hours:	22.5 - 37 Per Week, To Be Discussed 08:00 – 16:00 With A 30-Minute Unpaid Break
Responsible to:	Estates Manager, Collaborative Learning Trust Headteachers at relevant Trust Schools
Line Manage:	CLT Maintenance Operatives School Maintenance Operatives (when required)

PURPOSE OF ROLE

This Collaborative Learning Trust Central Services Estates role is responsible for the following functions:

- Assist the Trust's Estates Manager with the day-to-day running of the CLT school sites
- Assist the Trust's Estates Manager with health and safety issues and risk assessments
- Lead on small project management from quoting to completion
- Contribution to specific maintenance or construction projects at Trust schools when required
- Monitor and oversee Trust school's planned preventative maintenance (PPM'S), ensuring these are completed to the highest of standards, and providing assistance where needed
- Ensure diarised events/tasks are completed with full attendance and completed within specified times

The postholder will be line managed by the Trust's Estates Manager, but also liaise closely with the Headteacher and Senior Leaders at relevant Trust schools. All Trust schools have a site team who are responsible for the day-to-day running of the school, however this role is required to assist the Estates Manager with overseeing the smooth operation of each of the Trust's school sites, and hence the postholder will be required on occasion to complete duties of the school's site team.

This is a Trust wide role, meaning that travel to all schools is required and fuel expenses can be claimed via the expenses policy. Flexibility is required as occasionally there may be a need for additional or flexible hours with possible evening and weekend working on rare occasions.

Specific Duties – Primary School Sites:

School Site Maintenance:

1. Overseeing the PPM schedule at Trust schools and ensuring this is always fully complete.
2. To ensure the effective operation of the system of Planned Preventative Maintenance (PPMs), assisting school site teams with a daily programme of repairs and maintenance around the site and buildings (e.g. plumbing, joinery, changing light bulbs, unblocking drains etc.) and completing the necessary records for each of the completed maintenance tasks via Every
3. To select and appoint approved contractors for reactive and planned maintenance tasks in areas such as heating and lighting, liaising with the Estates Manager, ensuring that the Trust's procedures are always adhered to
4. Lead on small project management from quoting to completion, ensuring Trust procurement policies and processes are followed
5. To be responsible for monitoring contractors working on site and ensuring work is completed to the required standard, when required
6. To control the building temperature when required, operating the heating plant, cooling and lighting systems
7. To ensure grounds maintenance duties are completed across the Trust, including the use of specialist machinery (e.g. grass cutting, hedge trimming, weed spraying)
8. To understand the cleaning of all sites, as appropriate, ensuring that the sites and buildings are maintained in a clean and tidy condition throughout the day
9. To ensure the maintenance of a clean and orderly working environments ensuring all resources e.g. tools, materials, equipment etc are well-maintained and stored appropriately in a clean and tidy condition
10. To ensure timely and accurate preparation of routine equipment / resources / materials as set out in instructions
11. To undertake accurate record keeping as directed by Estate Manager
12. To report be proactive in dealing with faulty equipment and other maintenance requirements, liaising with the Estates Manager as required
13. To maintain the security of the school premises by securing windows/entrances/exits as appropriate and reporting potential security breaches as required
14. To ensure lights and other equipment are switched off as appropriate, and advise site of any issues and ways to save energy

Security:

15. Oversee school cleaners and site teams in the effective opening and locking of the relevant school sites and buildings, working with other colleagues as appropriate and in line with agreed procedures. This can be out of normal school hours as required in relation to lettings, community use, contractors, school productions etc
16. Assisting with regular security checks and the operation of alarm systems where appropriate
17. To deal with the security of the building, being available on a rota basis to respond to call outs in the event of break-ins and making appropriate emergency arrangements as required, in line with the agreed procedures

Organisation:

18. Complete audits on the PPM's completed by site teams via Every, reporting findings to Estate Manager
19. Identify and complete Health and safety queries, issues and risk assessments in line with IOSH requirements
20. To work with the Estates Manager to ensure that all areas of the site and buildings comply with current Health and Safety regulations undertaking duties such as gritting etc
21. To deal with Hazard Reports issued in line with Health & Safety, liaising with Estates Manager if required
22. Assisting the Estates Manager with annual planned maintenance, liaising with contractors, recording results such as; legionella, PAT testing, fire extinguishers etc
23. To assist with the ordering, receipt, distribution, collection and despatch of goods / deliveries in an efficient and effective manner around the site's
24. To assist and participate in the organisation and movement of furniture within the building, preparing facilities for events, including special requirements and lettings
25. To maintain and arrange orderly and secure storage of supplies
26. To operate everyday equipment in accordance with instructions

Specific Duties – Trust Wide

27. To cover absent staff at other Trust schools in emergency situations

28. To develop positive working relationships with other facilities management staff across the Trust, including maintenance supervisors, maintenance assistants and the Estates Manager
29. To assist the Estates Manager with any other tasks commensurate with the grading of the post

Other Responsibilities

30. To deal with staff, parents, students and members of the public in a friendly and effective manner maintaining a high standard of professional behaviour and appearance at all times, ensuring uniform is clean and presentable at all times, including appropriate footwear
31. To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
32. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the Trust complies with its requirements
33. To contribute to the overall ethos/work/aims of the Trust including the Trust's commitment to safeguarding and promoting the welfare of children and young people
34. Complete mandatory training and adhere to the Trust code of conduct at all times
35. To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
36. To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school/Trust
37. To recognise own strengths and areas of expertise and use these to advise and support others
38. To participate in the Trust's Performance appraisal process and seek to develop skills further through professional development opportunities
39. To attend relevant meetings and whole school training events as appropriate

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date.....

PERSON SPECIFICATION - DEPUTY ESTATES MANAGER

Title of Post		DEPUTY ESTATES MANAGER	
Specification Prepared By		HR Assistant	
Date		Oct 2025	
Qualifications		Essential/ Desirable (E/D)	How identified
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Core trade qualification to NVQ Level 3, <u>or</u> similar trade background	E	
3.	Full UK driving licence	E	
4.	Relevant qualifications (e.g. IOSH/NEBOSH, facilities management, building services).	E	
5.	Appropriate qualification in the safe use of pesticides	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of working as part of a team	E	Application and Selection process
3.	Experience of selecting and appointing external contractors, ensuring good value for money	E	
4.	Proven experience in estates, facilities, or site management (preferably across multiple sites).	E	
5.	Experience of maintaining accurate records of maintenance schedules, inspections, and compliance documentation.	E	
6.	Experience of grounds maintenance work	D	
7.	Experience within an educational or public sector environment.	D	
8.	Experience working with Risk Assessments and Risk Registers	D	

Knowledge		Essential/ Desirable (E/D)	How identified
1.	Awareness and understanding of basic safety and security measures	E	Application and Selection process
2.	Knowledge of fire regulation requirements	E	
3.	Strong knowledge of health and safety legislation and compliance requirements.	E	
5.	Knowledge of moving and handling procedures	E	
6.	Knowledge of PPM systems and estate management software.	D	
7.	Good working knowledge of all Microsoft Office Applications	E	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to work with initiative and independence, but also as part of a team	E	Application and Selection process
2.	Ability to manage and deliver maintenance or refurbishment projects.	E	
3.	Excellent organisational, problem-solving, and communication skills.	E	
4.	Ability to relate to people both in person and on the telephone	E	
5.	Ability to deal with day-to-day issues on own initiative, manage time effectively, multitask and complete tasks / projects on time	E	
6.	Ability to move heavy furniture	E	
7.	Ability to present a positive personal image, contributing to a welcoming school environment	E	
8.	Multi trade skills (including joinery and plumbing) and basic technical repair and maintenance skills in other areas	E	
9.	Good literacy skills	E	
10.	Ability to operate specialist grounds maintenance equipment	D	

Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9.	Commitment to upholding the schools’ and the Trust’s ethos, values, policies and procedures	E	
10.	Promote a positive health and safety culture across the Trust.	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools’ and the Trust’s equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	

4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



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www.collaborativelearningtrust.com

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