



# Estates Administration Assistant



Proud to be part of  
**Acorn**  
Education Trust

# Welcome from Sara Edwards

Acorn Education Trust CEO

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

## **In every Acorn School, you will see:**

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school-to-school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# Job Description

<b>Job Title</b>	Estates Administration Assistant
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<b>Reporting to</b>	Head of Estates
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## Main Purpose

The Estates Administration Assistant will provide a senior level of administration to the Head of Estates and manage our compliance software, Parago across the Trust.

Supporting across all sites, this role will support maintenance projects as well as exciting new build opportunities, liaising with contractors, having a critical eye to ensure works are carried out to specification, and visiting the schools regularly to support with general estates business. As well as ensuring a consistent and uniformed approach to compliance across the Trust, you will also support schools to follow Trust guidelines and processes.

## Duties and Responsibilities

### Systems & Compliance

- To lead and manage the Estates Parago software which comprises of the helpdesk; compliance; risk assessments; asset management; and contracts.
- Monitoring and supporting the Acorn estates team in their use of Parago.
- Liaising with Acorn school administrators to provide training and support for using Parago.
- Setting up new schools joining Acorn with Parago.
- Providing reports and dashboards for schools, academy councils, and directors on compliance and the helpdesk.

### Estates Administration

- To provide senior level administration support to the Head of Estates
- Liaising with contractors to provide tenders and quotes for works (Procurement).
- Supporting schools to ensure they receive the correct advice on general maintenance and repairs.
- Assisting in decisions on new buildings and improving the outdoor learning environment.
- Liaising with the Acorn finance department to process purchase orders and invoices.
- Supporting the Head of Estates with due diligence for new schools joining Acorn.
- Assisting with the installation of access systems in Acorn primary schools.
- Supporting the Trust's decarbonisation efforts towards net zero.

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# Job Description

## Duties and Responsibilities (continued)...

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### General Administration Support

- Update manual and computerised record/information systems.
- Carry out filing, printing and photocopying as needed.
- Keep records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

### Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

# Person Specification

Criteria	Essential
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths</li> <li>• Full UK driving license – as travelling between multiple sites will be essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using compliance software</li> <li>• Carrying out administrative tasks</li> <li>• Experience of working with contractors</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues and external stakeholders</li> <li>• Understanding of compliance and Health &amp; Safety legislation</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A critical eye and attention to detail</li> <li>• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>

The Estates Administration Assistant will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for **Our Staff**

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## **Continued Professional Development (CPD)**

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## **Health and Wellbeing**

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## **Pensions**

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

# How to Apply

If you would like more information about this role, please contact the office via email at [hello@acorneducationtrust.com](mailto:hello@acorneducationtrust.com) or by phone on 01985 801055.

## To Apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Kingdown School  
Woodcock Road, Warminster, Wiltshire BA12 9DR  
01985 801055

[hello@acorneducationtrust.com](mailto:hello@acorneducationtrust.com)

*Acorn Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*

**Thank you for  
taking the time to  
read our applicant  
information pack.**



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