

Amplify Education

Estates Administrator

Job description

Job title	Estates Administrator
Location	The primary location will initially be at St Katherine's School, Pill. Ability to travel across all Trust schools, with the option of some home working if desired.
Salary	NJC 8 to NJC 11 (1.0FTE £26,824 - £28,142) <i>Pro-rata 0.53FTE £14,265 - £14,965</i>
Role Summary	The Estates Administrator will provide administrative support to the Estates team, acting as a central point of contact for suppliers and internal stakeholders. You will be responsible for maintaining accurate compliance, health and safety, and planned maintenance documentation, supporting audits and reviews, managing digital platforms and data entry, and ensuring records are secure and accessible. You will also monitor facilities issues, support team activities as required, and ensure all work complies with contractual, legal, GDPR, and safeguarding requirements.
Working pattern	22.5 hours per week, term time only, ideally 3 days per week. Flexibility over working patterns, hours and working arrangements will be considered for the right candidate, including the option of some home working. Please state any preference within the Supporting Statement in your application form. This is a fixed-term role from 20 April 2026 until 31 August 2026. This role may be extended beyond this date, or have the option to become permanent.
Responsibilities	Administration duties • Act as the point of contact for all administrative and financial correspondence with Estates team suppliers • Support the Estates team in maintaining documentation for planned maintenance projects • Support compliance and health and safety requirements by maintaining documentation, coordinating routine tasks and assisting with audits or reviews.

	• Support with the development and review of technical documents, templates and guidance materials • Record and monitor daily issues raised with the facilities management team to ensure these are completed in a timely manner and to escalate issues to the Health, Safety and Compliance Manager • To keep records up to date and accurate to meet contractual and legal obligations • To act as a systems administrator for digital platforms including managing access, maintaining site structure and supporting users • To input data into a variety of compliance platforms (Health & Safety, Staff training, Compliance) and collate information when requested • To develop and maintain an effective electronic document filing system to ensure relevant documentation is stored and accessible. • To carry out all necessary administration in relation to the role. • To support the team within reason, with any additional duties Other responsibilities: • Ensure all information held is kept confidential and secure, complying with GDPR • To work in a co-operative and polite manner with all stakeholders • To follow all safeguarding procedures to ensure that the safety and welfare of children is never compromised As well as the responsibilities set out above there may, on occasion be reasonable requests for other duties as directed by the Head of Estates or other members of the Senior Leadership Team. A driving licence and access to a vehicle is essential for this role to travel to different schools across our Trust. <i>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title. This document does not form part of your contract of employment with the Trust.</i>
Reporting to	Head of Estates
Safeguarding	We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Proficiency in Microsoft Office, SharePoint, Teams and online training platforms
- Ability to handle confidential information with discretion

You are likely to have:

- Strong organisational and time management skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Excel including confident use of formulas and data management tools
- Proactive and adaptable approach to changing priorities
- Attention to detail and accuracy in all tasks
- Ability to work collaboratively across the team

You may have:

- Experience of using Health and Safety and / or Compliance digital platforms for e.g. Parago / IAM Compliant

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Full driving licence and access to a vehicle to travel to schools across the Trust

You are likely to have:

- GCSE English and Maths

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience in a similar administrative role
- Proven track record of supporting senior leaders

You are likely to have:

- Experience of working in an educational environment
- Knowledge and understanding of Health & Safety documentation and compliance

Other Requirements:

You are likely to have:

- Availability for the occasional need for flexibility in hours

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.