



Estates Coordinator

Part-time 30 hours per a week, Permanent Contract, Term time plus 2 weeks

Salary Scale Grade 14 (point 4 - 6) £25,185 - £25,989 FTE

Actual starting salary based on 30 hours per week, Term-time only + 2 weeks £17,934 pa

Due to the growth of the Wessex Learning Trust, we are currently looking to appoint a dedicated Estates Coordinator to coordinate repairs and cyclical maintenance across the Wessex Learning Trust Estate to provide safe estates where people are proud to learn and work. The successful post holder will also effectively coordinate the workflows of caretakers and facilities services operatives across the Trust, optimising the use of their skills and time.

Candidates will need to demonstrate the following:

- Awareness of health and safety procedures and what is required to complete repairs task safely i.e. manual handling, working at height, asbestos rules.
- Competent using Microsoft Word and Excel.
- Ability to work on own initiative maintaining accuracy and attention to detail, even when working to meet deadlines.
- Awareness of estates compliance tasks.
- Experience of using compliance management software or systems.
- Ability to work in a changing environment.
- Positive and enthusiastic approach with excellent organisation.
- Confident communicator with the ability to build credibility, trust and respect.

It is an exciting time to join the Wessex family as we grow, we can offer:

- The full support of a dedicated team of staff who are values-driven and are committed to a healthy working culture.
- The opportunity to work with a variety of different education phases across 22 schools, a teacher-training organisation and a fitness and leisure centre.
- A commitment to offering excellent CPD opportunities.
- Staff benefits, including discounted gym membership and a cycle to work scheme.
- A Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

Closing date: 8 am, 22 September 2025

Interview date: 26 September 2025

To apply for this position, please complete a support staff application form, (available on our website), together with a letter of application for the attention of Mr Richard Palmer, Director of Estates detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to HR@wessexlearningtrust.co.uk

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.