

Estates Manager for Leeds Diocesan Learning Trust



Closing date: 12.00 Noon on Monday 18th August 2025

About Leeds Diocesan Learning Trust

Leeds Diocesan Learning Trust (LDLT) is a Church Trust within the Church of England Diocese of Leeds. It welcomes any school that wants to develop and improve within a culture of mutual sharing and dynamic collaboration.

LDLT opened its doors in September 2022 with a strong vision of full flourishing through loving, living and learning together. As a Diocesan Trust, LDLT is an important part of the Diocese of Leeds' vision for education and was established by the Leeds Diocesan Board of Education to provide high-quality services, support and challenge to an increasing number of schools across the diocese looking to take on academy status. LDLT is an inclusive Trust, established to be a home for schools with or without a religious foundation and it will equally support Church and community schools looking for a secure and nurturing environment, where their uniqueness will be safeguarded.

The Trust has 13 schools across North and West Yorkshire: Craven and Skipton, Leeds and the south, and Ripon with all schools being within the Primary phase. The Trust has aspirations to grow in these three specific geographies over the next five years and to also establish other clusters where demand dictates.

LDLT's small, dedicated central team has a strong focus on school improvement through collaborative working across peer network groups and other mechanisms to provide a real benefit to schools.

Please see below for a job description and a person specification.

Should you choose to make an application, please complete the application form and return to leanne.noone@ldlt.co.uk

Estates Manager

We are seeking an experienced Estates Manager to lead the management and strategic development of LDLT's estate portfolio. This role will ensure that all Trust sites are safe, compliant, and fit for purpose, supporting both day-to-day operations and long-term growth.

This is a permanent, part-time position reporting directly to the CEO, with flexibility around the working pattern.

Reporting to	Chief Executive Officer
Accountable to	Board of Directors
Duration of Post	Permanent
Work Commitment	22 hours per week
Salary	NJC scale SCP 38 – SCP 41 (£47,754 - £50,788), pro-rated for part-time hours, and subject to inflationary increases once agreed
Holiday	30 days plus bank holidays (pro-rata)
Start date	As soon as possible
Location	Hybrid; regular attendance at the LDLT office in Wetherby required
Travel Requirement	Required to visit Trust schools across the region

1. Job Purpose:

To lead the effective management, maintenance, and strategic development of the Multi-Academy Trust's estate, ensuring all buildings and grounds are safe, compliant, and fit for purpose. The Estates Manager will oversee all aspects of property and facilities management, including planned maintenance, reactive repairs, health and safety compliance, and sustainability initiatives.

2. Key Responsibilities

- Implement our Trust-wide Estates Strategy aligned with strategic objectives and sustainability goals.
- Lead the day-to-day management of all Trust properties including maintenance, compliance, and improvement planning.
- Develop and monitor estates budgets in partnership with the CFO, ensuring value for money.
- Ensure Trust-wide health and safety compliance in line with statutory legislation.
- Conduct regular inspections and ensure regular condition surveys across all Trust properties.
- Develop and oversee a planned maintenance programme for each school.

- Manage external contractors and suppliers via an approved contractors list.
- Lead on the coordination and performance oversight of site-based cleaning and caretaking teams across the Trust.
- Support school leaders with estates advice and operational queries.
- Collaborate with CIF project managers on major capital projects and review draft bid submissions.
- Deliver strategic oversight and support for large capital projects.
- Lead due diligence assessments for potential joining schools, identifying estate-related risks and opportunities.
- Drive energy-saving and carbon reduction initiatives across the estate.

3. Continuing Professional Development

- Participate fully in the Trust's appraisal process.
- Take responsibility for own continuing professional development.
- Attend relevant training, conferences, and networking events.

4. Equality and Diversity

LDLT is committed to equal opportunities for all and actively works to eliminate discrimination. Staff are expected to uphold the principles of the Trust's Equality Policy.

5. Safeguarding Children and Vulnerable Adults

LDLT is fully committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The successful applicant will be subject to an Enhanced DBS check and safer recruitment vetting.

This role is considered regulated activity.

6. Vision

The Trust vision is an essential part of the Trust achieving its core purpose and it is an expectation that these are adopted in daily working.

Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors, and team as people of God, we will deliver transformational learning and the flourishing of all.

7. Trust Group Policies and Procedures

- All staff must adhere to Trust-wide policies and procedures.
- Confidentiality is essential and must be maintained in all aspects of LDLT and Academy business.

8. Terms and Conditions

- The employer is Leeds Diocesan Learning Trust.
- This post requires regular travel to Trust schools and partner sites.
- The post-holder must have a full driving licence, car with business insurance.
- Hybrid working arrangements are in place.
- Competitive employer pension contribution is offered.

NOTE:

This job description is current at the date of appointment. In consultation with your line manager, the post description may be varied to reflect or anticipate changes in the role. The post holder may be required to undertake any other duties commensurate with the grade of the post, including other miscellaneous work deemed suitable by Trust management.

Signed: (Employee) Date:

Signed: (Chief Executive Officer) Date:

PERSON SPECIFICATION

Attributes	Essential	Desirable
Knowledge, qualifications and experience	<ul style="list-style-type: none"> Proven experience in estates or facilities management Strong leadership and management skills with the ability to motivate and develop a team. Budget management and cost control expertise Health & safety legislative knowledge Excellent communication and interpersonal skills. Leadership of contractors and supplier management Ability to work effectively under pressure and meet deadlines. Strong IT skills, including proficiency in estates management software. 	<ul style="list-style-type: none"> Project management qualification Experience in the education sector. Experience in Church school settings Familiarity with CIF or public sector funding
Personal and Professional Skills and Abilities	<u>All Essential Criteria</u> <ul style="list-style-type: none"> Empathy with the mission and vision of the Church of England and the Diocese of Leeds. Have a positive attitude to personal development and training. Excellent organisational and prioritisation skills, with ability to manage and plan multiple cyclical priorities alongside longer-term projects. Able to influence and challenge senior stakeholders Excellent interpersonal skills, with proven ability to quickly gain credibility and influence with senior colleagues, including being persuasive and pushing back where necessary. 	
Approach to work	<u>All Essential Criteria</u> <ul style="list-style-type: none"> Maintain confidentiality at all times; Be able to accommodate changes in work practice; Apply attention to detail to ensure accuracy and validity; Be able to work independently as well as part of a team. Ability to work under pressure and meet deadlines; A proactive and problem-solving approach; A commitment to continuous improvement. 	
Special requirements	<u>All Essential Criteria</u> <ul style="list-style-type: none"> Ability to travel to meetings and current/potential schools of LDLT; Available to be contacted at mutually agreed times; 	