



JOB DESCRIPTION

Job Title: Estates Officer
Grade: C3 SCP 19
Reporting to: Director of Procurement, Projects and Sustainability

Job Purpose

To provide proactive and efficient administrative support. The post holder will assist the Director of Procurement, Projects and Sustainability (DOPPS) in the monitoring, coordination, and management of estates-related contracts and services. This includes liaison with internal stakeholders, external contractors, and suppliers to ensure high standards of compliance, value for money, and operational effectiveness.

The role will also assist with the coordination of Trust vehicles, ensuring all compliance documentation is maintained and that safety and operational standards are consistently achieved.

Key Responsibilities

Estates Administration & Coordination

- Assist the DOPPS in the coordination and day-to-day management of estates operations, ensuring effective communication across sites and teams.
- Coordinate contractor activities, ensuring all pre-works documentation and compliance records are received, checked, and filed appropriately.
- Maintain accurate and up-to-date estates documentation, including asset registers, certificates, and compliance logs.
- Monitor and update the Estates Portal, ensuring records are current and meet Trust standards.
- Raise and log any estates or facilities-related concerns promptly, escalating as appropriate.

Procurement & Contract Support

- Assist with procurement and contract management processes, including collecting quotations, preparing cost comparisons, and maintaining contract registers.
- Prepare and collate proposals, reports, and documentation for tendering and project approval as directed by the DOPPS.
- Liaise with suppliers and contractors to ensure service delivery information and documentation meet contractual and compliance requirements.
- Maintain insurance, warranty, and service documentation as required.

Compliance & Sustainability

- Gather, analyse, and report sustainability data to assist the DOPPS in delivering Trust-wide environmental objectives.
- Ensure compliance with all statutory and Trust policies relating to estates, health and safety, and data management.

Vehicle Management

- Coordinate the maintenance, servicing, and use of Trust vehicles.
- Liaise with central drivers to ensure compliance with Trust policies, insurance, and vehicle safety requirements.
- Maintain up-to-date vehicle records, including MOT, servicing, and driver documentation.

Administrative Support

- Provide comprehensive administrative support to the DOPPS, including diary management, document control, filing, and correspondence.
- Record and circulate messages, prepare reports, and support internal communication with site managers and colleagues.
- Contribute to continuous improvement by identifying opportunities to streamline administrative and estates processes within defined procedures.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• Educated to Level 3 (e.g. A-Levels, BTEC, or equivalent qualification).	E
• Health and Safety qualification (e.g. IOSH Managing Safely or equivalent).	D
Knowledge and Skills	E/D
• Strong administrative and organisational skills with excellent attention to detail.	E
• Good knowledge of estates or facilities management principles, including compliance and contractor coordination.	E
• Ability to maintain accurate records and use digital systems effectively.	E
• Proficient in Microsoft Office (Word, Excel, Outlook, Teams) and confident using databases or management portals.	E
• Strong written and verbal communication skills, with the ability to produce clear and accurate documentation.	E
• Ability to plan and prioritise workload effectively to meet deadlines.	E
• Understanding of confidentiality, data protection, and record-keeping requirements.	E
• Awareness of health and safety legislation and compliance processes within an estates or facilities environment.	D
• Knowledge of sustainability and environmental data reporting practices.	D

• Familiarity with procurement processes and supplier management.	D
Experience	E/D
• Experience of working in an administrative role, ideally within estates, facilities, or compliance functions.	E
• Experience maintaining accurate records, spreadsheets, and compliance documentation.	E
• Experience liaising with contractors, suppliers, or service providers.	E
• Experience working as part of a team and communicating effectively with a range of stakeholders.	E
• Experience working within an educational or public sector environment.	D
• Experience supporting estates, vehicle fleet, or maintenance operations.	D
• Experience contributing to sustainability or environmental reporting initiatives.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.