

Trust Maintenance & Projects Lead

Candidate Pack

Salary: MAT 8 . NJC Scale Points 28-31 (£39,152 - £41,771)

Contract Type: Permanent contract 37 hours per week

Location: Halsnead Primary School: Pennywood Drive Whiston, Prescot, Merseyside, L35 3TX.

Please note that for this role, you may be required to travel across all schools within the trust.



THE
Heath
Family
Trust



About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



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Hours

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Permanent

Closing Date

Wednesday 29th July 2026

We are looking to appoint a dedicated Trust Maintenance & Project Lead to provide practical estates support and project delivery capacity across The Heath Family Trust.

The Trust Maintenance & Projects Lead will undertake and coordinate a range of maintenance, improvement and small works projects across Trust schools, ensuring works are completed safely, efficiently and to a high standard.

The postholder will support the delivery of planned maintenance programmes, undertake minor to medium building and improvement works, coordinate contractors and assist in the delivery of larger estates projects.

The role will work closely with Site Managers and school leaders to improve the quality, safety and functionality of the Trust's estate.

KEY RESPONSIBILITIES:

- Maintenance and Improvement Works
- Undertake a range of maintenance, repair and improvement works across Trust schools.
- Carry out minor to medium scale building, decorating, joinery and general maintenance activities where appropriate.
- Support schools with site improvements and environmental enhancement projects.
- Undertake minor to medium scale repairs to buildings, fixtures, fittings and external areas.
- Assist in maintaining safe, attractive and functional learning environments.

Project Delivery

- Lead the delivery of small works and minor capital projects across the Trust.
- Coordinate project activities from planning through to completion.
- Monitor progress against agreed timescales and budgets.
- Ensure works are completed safely and to the required standard.
- Assist with the planning and implementation of larger estates projects.
- Support project handover and completion processes.

Job Description

Contractor Coordination

- Liaise with contractors and suppliers undertaking works on Trust sites.
- Ensure contractors comply with safeguarding, health and safety and Trust procedures.
- Monitor contractor performance and quality of work.
- Report concerns and issues to the Trust Estates Manager.
- Support procurement processes by obtaining quotations and supporting project specifications.

Site Support

- Provide operational support to Site Managers across Trust schools.
- Assist schools during periods of increased workload or operational pressure.
- Support preparation for inspections, audits and significant school events where required.
- Work collaboratively with Site Managers to identify and resolve estates issues.
- Share good practice and practical solutions across schools.

Health & Safety

- Ensure all works are carried out in accordance with relevant health and safety legislation and Trust procedures.
- Comply with risk assessments, safe systems of work and contractor management requirements.
- Report hazards, defects and safety concerns promptly.
- Support the Trust Estates Manager in maintaining safe and compliant school environments.

Administration and Record Keeping

- Maintain records relating to projects, works undertaken and materials used.
- Assist with obtaining quotations and maintaining project documentation.
- Provide updates on project progress and completed works.
- Support accurate recording of maintenance and project information.

Job Description

General Responsibilities

- Promote and uphold the Trust's values and ethos.
- Ensure compliance with safeguarding, health and safety, GDPR and Trust policies.
- Participate in training and professional development activities.
- Undertake any other duties commensurate with the grade and responsibilities of the post
- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- Other duties agreed from time to time by the post holder with their Line Manager.

The postholder will be required to travel to any schools within The Heath Family (NW).

The role will involve working both indoors and outdoors.

Occasional flexibility may be required outside normal working hours to support operational requirements.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

PERSON SPECIFICATION – Trust Maintenance & Projects Lead		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
Full UK Driving Licence	X	
Have relevant experience of Health and Safety incl. CDM and building regulations and their practical application	X	
Relevant trade qualification or significant practical maintenance experience.	X	
Trade qualification in a relevant discipline.		X
IOSH Working Safely or equivalent.		X
First Aid qualification.		X
Experience undertaking maintenance, repair or improvement works.	X	
Experience working within estates, facilities or property maintenance environments.	X	
Experience coordinating contractors or external suppliers.	X	
Experience supporting projects or improvement works.	X	
Experience working safely within health and safety requirements	X	
Good understanding of building maintenance and repair techniques.	X	
Understanding of health and safety legislation and safe working practices.	X	
Knowledge of contractor management principles.	X	
Understanding of basic project delivery processes	X	
Experience working within education or public sector environments.		X
Experience delivering small capital or refurbishment projects.	X	
Experience using estates or compliance management systems.		X
Understanding of school premises requirements.		X
Knowledge of safeguarding requirements relating to contractors and site management.	X	
Skills, Abilities and Personal Qualities		
Practical problem-solving skills.	X	
Ability to plan and organise work effectively.	X	
Strong communication and interpersonal skills.	X	
Ability to work independently and use initiative.	X	
Ability to build positive relationships with school staff and contractors.	X	
Competent use of Microsoft 365 applications.	X	
Suitability to work with children		
Enhanced DBS clearance is required for this position	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Wednesday 29th July 2026

Shortlisting Date: Thursday 30th July 2026

Interview Date: W/C 3rd August 2026