



Moorlands
Learning Trust



A MOORLANDS LEARNING TRUST ACADEMY



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY



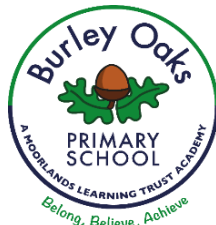
Nidderdale High School

A MOORLANDS LEARNING TRUST ACADEMY

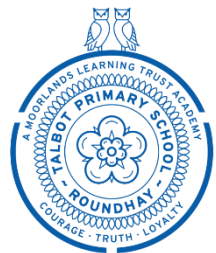
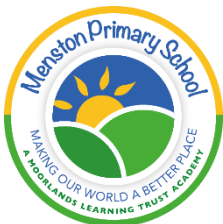


THE SKIPTON ACADEMY

A MOORLANDS LEARNING TRUST ACADEMY



Eastburn
Junior and Infant School



**FURTHER
PARTICULARS FOR
THE POST OF:**

**TRUST ESTATES
SUPPORT OFFICER
FULL TIME PERMANENT
(37 Hours)**

**SALARY SCALE:
7 - 11
£26,403- £28,142
per annum
(All Year Round)**

MAY 2026



Trust Estates Support Officer

Dear Applicant,

Thank you for requesting details for the post of Trust Estates Support Officer; this role provides an exciting opportunity for a colleague to support the MLT Estates Team in managing the provision of safe working and learning environments for all students, staff and visitors in MLT academies.

This role will be split between The Skipton Academy, Gargrave Rd, Skipton BD23 1UQ, and Eastburn Primary School, Green Close, Eastburn BD20 8UX. However, it may involve occasional work and travel between any of our Trust schools. The prime objective is to support academy site upkeep, health and safety and facilities management in line with academy needs, statutory and regulatory requirements.

Our overriding aim at MLT is to provide an exceptional comprehensive education for students from all cohorts and demographic backgrounds, to ensure that individual context does not affect a student's life chances. At MLT we are aspirational for every student within the Trust and are committed to achieving success and inspiring others to do so too.

We highly value our staff as our biggest asset and invest in their professional development to keep ourselves at the cutting edge of educational development, with staff wellbeing also being extremely important to us and strategically planned for across the Trust.

This is an exciting time in the Trust's development as MLT looks to grow further, enabling us to play a wider role in the development of our region and its future generations. As the Trust grows over the coming years, the range of professional and career development opportunities and pathways for colleagues in our Trust schools will also expand, allowing us to continue to recruit and retain an exceptional workforce.

We hope you are inspired by this opportunity and wish to become part of our successful and growing Trust. If you have the qualities needed to make a transformational difference, we would be delighted to hear from you!

Yours sincerely

A handwritten signature in cursive script that reads "H. Williams".

Helen Williams
CEO Moorlands Learning Trust

How to Apply

As part of your online application in the Personal Statement section, please explain how your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: **Friday 22nd May 2026**

Provisional interview is scheduled for **Thursday 28th May 2026**

If you do not receive an invitation to interview by **Tuesday 26th May** we regret that your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Moorlands Learning Trust

Trust Estates Support Officer

Scale Pay Point 7 (Range 7 - 11)
Actual Salary: £26,403 - £28,142 per annum

Usual working hours: 37 Hours per week, Monday to Friday from 7:00am – 3:00pm with a 30-minute unpaid break and an earlier finish of 2:30pm one day a week.

ALL YEAR ROUND

The pattern of hours will be split between two academies:

The Skipton Academy and Eastburn Primary School.

Also, to cover for absences/shift work/holidays/school events (between the hours of 6.30am and 8.00pm) this will largely be Monday to Friday however there might be need for very occasional weekend working. Flexibility is required due to the nature of the role to accommodate school and Trust needs in liaison with the Estates Manager.

PRIME OBJECTIVE OF THE POST

The role is based primarily between The Skipton Academy, Gargrave Rd, Skipton BD23 1UQ and Eastburn Primary School, Green Close, Eastburn BD20 8UX but may involve occasional work at any of our Trust schools.

To support the MLT Estates Manager in managing the provision of safe working and learning environments for all students, staff and visitors in MLT academies in line with the Department for Education's Good Estate Management for Schools (GEMS) guidance. The role may require occasional travel between sites across the Trust. The prime objective is to support academy site upkeep, health and safety and facilities management in line with academy needs, statutory and regulatory requirements.

RESPONSIBLE TO THE MLT ESTATES DEPUTY MANAGER, THE POST HOLDER WILL:

- Promoting a professional image, you will provide excellent customer service to all internal and external customers including colleagues, students, contractors, parents, hirers, and visitors and promote the overall ethos of the Trust
- Work closely with colleagues to coordinate work across Trust academies covering occasional absence
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined

SPECIFIC RESPONSIBILITIES:

- Working with the MLT Estates Deputy Manager and academy staff to ensure that academy buildings and grounds are maintained to a high standard.
- Working collaboratively with Trust staff and external contractors on specific projects to ensure that timescales, quality standards, and efficiency are achieved
- Liaising with contractors in line with Trust procedures and GEMS guidance, including ensuring that appropriate RAMS, insurances, and contractor management protocols are in place
- Becoming familiar with each Trust academy site to provide support as required in the event of the absence of key site staff. This may involve occasional call-outs when off duty or outside of normal working hours, by arrangement on a rota basis; therefore, a full driving Licence is an essential requirement of the role
- Undertaking the role of Fire Officer/Evacuation Co-Ordinator in an emergency, as required
- Maintain daily site safety, security, and access arrangements, which may include assisting with locking and unlocking, managing alarms, and responding to emergencies
- Ensuring that health and safety signage is adequate, clear and understandable
- Operating, managing and responding to alarm systems where appropriate
- Ensure Personal Protective Equipment (PPE) and other equipment are used correctly, maintained in full working order, and that inspection records are retained
- Moving furniture and equipment, setting up for specified events (assemblies, exams, parents' evenings etc.)
- Monitor CCTV equipment if required
- Complete routine testing and checks and maintaining records for fire, water, electrical (PAT) and other safety compliance checks

- Undertake appropriate repairs and maintenance, minor improvements and decoration duties, contributing to a proactive approach to estates management, moving from reactive repairs to planned maintenance wherever possible
- Perform health and safety checks on school vehicles, as required
- Undertake duties such as graffiti removal, litter picking, deep cleaning in support of the Academy's cleaning function
- Carry out grounds maintenance tasks such as hedge cutting, weeding and grass cutting
- Provide first aid assistance to staff, students and visitors if required. First aid training will be provided if qualification is not already held
- If required, coordinate deliveries to the Academy ensuring safe delivery to recipients. This might include transporting packages and furniture on the site vehicle and manual handling of large items

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Trust's Equality policies and practices in respect of both employment issues and the delivery of services to the community

General Accountabilities

- Be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the MLT Health and Safety and Premises Management Policy
- Establish and maintain positive, constructive and professional working relationships with staff across the MLT estate, visitors, students, parents and other professionals
- Be aware of and comply with the code of conduct, regulations, and policies of the Trust
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development

Probationary Period

The successful candidate will undertake a six-month probationary programme on commencement of the role.

Recruitment and Selection Policy Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Moorlands Learning Trust is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect to safe recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Moorlands Learning Trust, it must be accepted that, as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post.

**PERSONNEL SPECIFICATION
Trust Estates Support Officer**

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English & Maths	E	Application form and selection process
<input type="checkbox"/> First Aid at work (or willingness to train to obtain qualification)	E	
<input type="checkbox"/> Full Driving Licence	E	
<input type="checkbox"/> Relevant Health & Safety qualification (training will be provided)	D	
<input type="checkbox"/> An understanding of child protection	E	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Experience/qualifications in plumbing, electrical and/or other trades	D	Application form
<input type="checkbox"/> Handyman experience	E	
<input type="checkbox"/> Experience of working within Health & Safety guidelines	E	
<input type="checkbox"/> Experience of a facilities/Site position within a school	D	
<input type="checkbox"/> Caretaking or site keeping experience	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Presenting yourself effectively	E	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD/ relevant training	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD/training	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Trust works in partnership	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Creative in developing solutions	E	
<input type="checkbox"/> Proven capacity to work independently and in collaboration with others	E	
<input type="checkbox"/> Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	E	
<input type="checkbox"/> Ability to work in collaboration with others	E	
<input type="checkbox"/> Tenacity, flexibility and the ability to work under pressure	E	
<input type="checkbox"/> Ability to respond to straightforward problems and unforeseen circumstances e.g. Hazards and accidents and understand when to escalate an issue to Line Manager	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the organisation together with high standards of care and behaviour	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	

Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Abide by the Trust's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Teamwork/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective!	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
Safeguarding	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure

Agreed by:

Post Holder:

Print name.....

Signature.....

Line Manager:

Print Name

.....

Signature.....

Date: