



LEARNING
ACADEMIES TRUST

ESTATES ADMINISTRATOR RECRUITMENT PACK

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

Mrs Ciara Moran

About Learning Academies Trust

CEO: Mrs Ciara Moran

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 5000

Approximate number of staff: 900

Estates Administrator Job Description

Job Title	Estates Administrator
Location	Central Team Office, Salisbury Road, Plymouth Multiple school sites
Responsible to	Estates Manager
Job Type	Temporary (until 31 st August 2027)
Salary FTE	Grade D (£26,824 - £29,540 FTE)
Hours/weeks	37 hours per week / 52 weeks per year
Closing Date	9am, 28 th September 2026
Interview Date	6 th October 2026
Start Date	October 2026

Job Purpose

The Estates Administrator will work alongside the Estates team to provide high quality, effective administrative support to the central estates function. The role is crucial in ensuring that all estates-related processes - compliance, maintenance and health & safety are well-coordinated, documented, and communicated to enable the smooth running of the Estates department.

Key Responsibilities

Administrative Support

- Provide day-to-day administrative support to the Estates Manager and wider estates team.
- Maintain accurate and up-to-date records relating to estates, facilities, and compliance.
- Coordinate meetings, prepare agendas, take minutes, and track actions.
- Manage shared inboxes and respond to queries in a timely and professional manner.
- Maintain and ensure the accuracy of the Trust's Sustainability Plan and Climate Action Plan
- Coordinate and manage booking arrangements for training courses for the central team, ensuring attendance records are maintained.

Compliance and Health and Safety

- Maintain and update Trust-wide databases, including proprietary systems, keyholder records, and specialist software.
- Monitor and track compliance schedules, ensuring inspections and certifications are completed within required timeframes.
- Liaise with schools to collect and verify compliance documentation.
- Support audits and inspections by ensuring documentation is readily available and accurate.
- Support wider teams by contributing to the review and administration of risk assessments, insurance documentation, and accident reports, ensuring compliance with health and safety requirements.

Maintenance & Contractors

- Log, track, and update maintenance requests across the Trust.
- Coordinate with schools and contractors to schedule works and ensure timely completion.
- Maintain contractor records, including insurance, certifications, and service agreements.
- Raise purchase orders in line with Trust financial procedures.

Systems & Data Management

- Maintain estates management systems (e.g., EVERY system) and ensure data integrity.
- Work with the Trust Compliance Officer to produce regular reports on compliance, maintenance, and estates performance.
- Analyse data to support decision-making and identify trends or risks.
- Modify and update existing technical drawings using CAD software, accurately incorporating changes.
- Update room asset data records including locations.

Project Support

- Provide administrative support for capital projects, refurbishments, and condition improvement works.
- Track project documentation, timelines, and communications.
- Assist with funding applications and reporting where required.
- Support the procurement of goods and services across the Trust by coordinating expressions of interest, collating and maintaining accurate procurement data, and ensuring compliance with established procurement procedures.

Communication & Stakeholder Engagement

- Act as a central point of contact between the estates team and school-based staff.
- Build positive working relationships with internal and external stakeholders.
- Support the dissemination of estates policies, procedures, and guidance across the Trust.

Additional information

- You are required to uphold trust policies, routines, and codes of conduct as set out in the staff handbook or other documentation made available to staff.
- You are required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents, and colleagues.
- As part of the wider duties and responsibilities, you are expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Working Environment & Conditions of the post

- This post is based at the Central Office at Salisbury Road Primary School, but the post holder will be required to travel and work within any school within the Learning Academies Trust. Mileage between sites can be claimed.

The successful candidate will benefit from structured training and continuous professional development to build specialist expertise and confidently carry out the responsibilities of the role.

Person Specification

Job Title	Estates Administrator
Location	Central Team Office, Salisbury Road, Plymouth / Multiple school sites
Grade	NJC Grade D

Attributes	Essential	Desirable
Qualifications	• GCSE English and Maths Grade C/4 or equivalent	• Business Administration Level 3
Experience	• Recent experience working in a busy office environment • Recent experience in an administrative role, ideally within estates, facilities, or property management	• Recent experience working in a school environment. • Experience using CAD software

	• Experience of utilising spreadsheets and/or other data collection tools • Experience of maintaining compliance or regulatory records	
Knowledge and Skills	• Knowledge of administrative procedures • Strong working knowledge of Microsoft Office applications, including Word and Excel, with familiarity in additional packages such as Visio desirable. • Highly detail-oriented with a proven ability to deliver accurate work within demanding timeframes. • Ability to work on own initiative with strong organisational skills • Strong communication and interpersonal skills • Ability to build positive working relationships with stakeholders	• Knowledge and understanding of Net Zero targets • Understanding of health & safety and statutory compliance requirements
Personal Attributes	• Ability to manage a conflicting workload and prioritise tasks • Proactive, flexible, and able to work independently and as part of a team • Self-motivated and an ability to work with others to ensure tasks are completed within required timeframes • Strong communication skills to work with a range of individuals to achieve results • Skilled in taking an evidence-based approach to decision making • Ability to be flexible with regards to work location (Schools/Office) • High level of confidentiality and professionalism • Commitment to safeguarding and protecting the welfare of children • Committed to ongoing continuous professional development.	
Other Requirements		• Full driving licence and access to personal vehicle

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us

in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.