



Estates Compliance & Operations Officer

Application Pack

June 2026

LAMAT Estates Compliance & Operations Officer

Learning Accord Multi Academy Trust are looking to appoint a talented individual to join our Estates team as an Estates Compliance & Operations Officer, supporting the safe, efficient, and compliant operation of our academy sites across the Trust.

The post is 35 hours per week, term time only + 5 days.

Dear Applicant,

Thank you for the interest that you have shown in the post of LAMAT Estates Compliance & Operations Officer. In this pack you will find the job description, and person specification. You can access further information about the Trust from our website www.learningaccord.org including details of our school improvement strategy, business plan and growth strategy.

The Learning Accord Multi Academy Trust was established in March 2017. The Trust is an approved DFE sponsor and currently has 16 academies across Kirklees and Calderdale and three pipeline converter schools to join the Trust. In addition, the Trust has a number of Associate Members working alongside our family of schools.

Amongst our academies we have a team of talented, professional and caring teaching and support staff, committed local governing bodies and a skilled and proactive board of trustees. We place high emphasis on staff development and support and the successful applicant will join our supportive and growing central MAT team.

The successful candidate will work closely with the CEO, Deputy CEO & CFO and the Estates Manager to coordinate statutory compliance, contractor activity, and estates administration across the Trust, ensuring systems are maintained, risks are managed, and estates operations run efficiently in line with Department for Education Good Estate Management for Schools (GEMS) guidance.

Thankyou once again for your interest in the Learning Accord Multi Academy Trust.

With Very Best Wishes,

Elaine Watson
Chief Executive Officer



Introduction

The Learning Accord Multi Academy Trust is an inclusive trust which welcomes church and community schools and celebrates diversity and distinctive context.

We recognise that for our learners, life chances are formed throughout their primary education. Our responsibility is to celebrate each child's talents and build upon each child's experiences to ensure that they make the progress that they deserve. Our aim is that all will flourish and achieve the highest standards.

The Board of Trustees of the Learning Accord MAT is committed to ensuring a high performing multi academy trust that delivers the very best educational experience for pupils at all of our academies. The Trust aims to respond to the changing educational landscape as more and more schools convert to academy status.

The core purpose of the Trust is to maintain good and outstanding schools and ensure the rapid improvement of schools which need support to become good or outstanding. The Trust welcomes converter Church schools within the Anglican Diocese of Leeds, or local community schools who wish to become an academy. Similarly, the Trust will welcome Church or community schools which are being directed to become sponsored academies by the Department of Education.

Contact Details:

Learning Accord Multi Academy Trust
MAT Headquarters
Skelmanthorpe Academy Nursery Building
Elm Street,
Skelmanthorpe
HD8 9DZ Tel: **01484 705682**
admin@learningaccord.org
www.learningaccord.org



Learning Accord Academies:

Scissett Church of England Academy (Kirklees)

Age Range 5-10 (YR to Y5).

Website <https://www.scissettceacademy.org>

St Aidan's Church of England Academy (Kirklees)

Age Range 5-10 (YR to Y5).

Website www.saintaidans.org.uk

Skelmanthorpe Academy (Kirklees)

Age Range 3-10 (N to Y5).

Website <https://www.skelmanthorpeacademy.org/>

Helme Church of England Academy (Kirklees)

Age Range 5-11 (YR to Y6)

Website <https://www.helmeschool.com>

New Mill Infant School (Kirklees)

Age Range 5-7 (YR to Y2)

Website <https://www.newmillschools.org.uk/home>

New Mill Junior School (Kirklees)

Age Range 7-11 (Y3 to Y6)

Website <https://www.newmillschools.org.uk/home>

St Augustine's CE School (Calderdale)

Age Range 5-11 (YR to Y6)

Website <https://www.st-augustines.calderdale.sch.uk/>

Kaye's Academy (Kirklees)

Age Range 3-10 (N to Y5)

Website <https://kayesacademy.co.uk/kgfl/primary/kayesprimary>

Lowerhouses CE Primary School (Kirklees)

Age Range 3-11 (N to Y6)

Website <https://www.lowerhouseschool.co.uk/>

Luddenden CE Primary School (Calderdale)

Age Range 3-11 (N to Y6)

Website <https://luddenden-ce.calderdale.sch.uk/>

Hebden Royd CE Primary School (Calderdale)

Age Range 3-11 (N to Y6)

Website <https://www.hebdenroydprimary.org.uk/>

Earlsheaton Infant School (Kirklees)

Age Range 4-7 (YR to Y2)

Website <https://www.earlsheatoninfants.co.uk/kgfl/primary/earlsheatonpri>

St Thomas CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website [HOME | St Thomas](#)

Cumberworth CE First School (Kirklees)

Age Range 4-10 (YR to Y5)

Website <https://cumberworthfirstschool.co.uk/>

St John's CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://www.stjohnsdewsbury.co.uk/>

Roberttown CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://www.roberttownschool.co.uk/>

Additional Schools in Scope

Converter Academies/Associate Member Schools:

Oak Primary School (Kirklees)

Age Range 3-11 (N to Y6)

Website <https://www.oakprimary.co.uk/>

Lindley CE Infant School (Kirklees)

Age Range 4-7 (YR to Y2)

Website <https://lindleyinfantschool.org.uk/kirklees/primary/lindley>

Hightown Junior, Infant & Nursery School (Kirklees)

Age Range 3-11 (N to Y6)

Website <https://www.hightown.kirklees.sch.uk/>

Hepworth Junior & Infant School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://hepworthschool.co.uk/>

Hade Edge Primary School (Kirklees)

Age Range 3-11 (N to Y6)

Website [Hade Edge Junior, Infant and Nursery School - Home](#)

Norland CE School (Calderdale)

Age Range 4-11 (YR to Y6)

Website [Norland CE School - Home](#)

St Mary's CE School (Calderdale)

Age Range 4-11 (YR to Y6)

Website [St Mary's - About Us](#)

Learning Accord Vision, Mission and Values



Partnership Promoting Excellence

Our Vision:

- Church of England schools working in partnership with community schools
- Preserving Distinctive Context for church and community schools
- Commitment to achieving excellence for all pupils so that they can meet their full potential

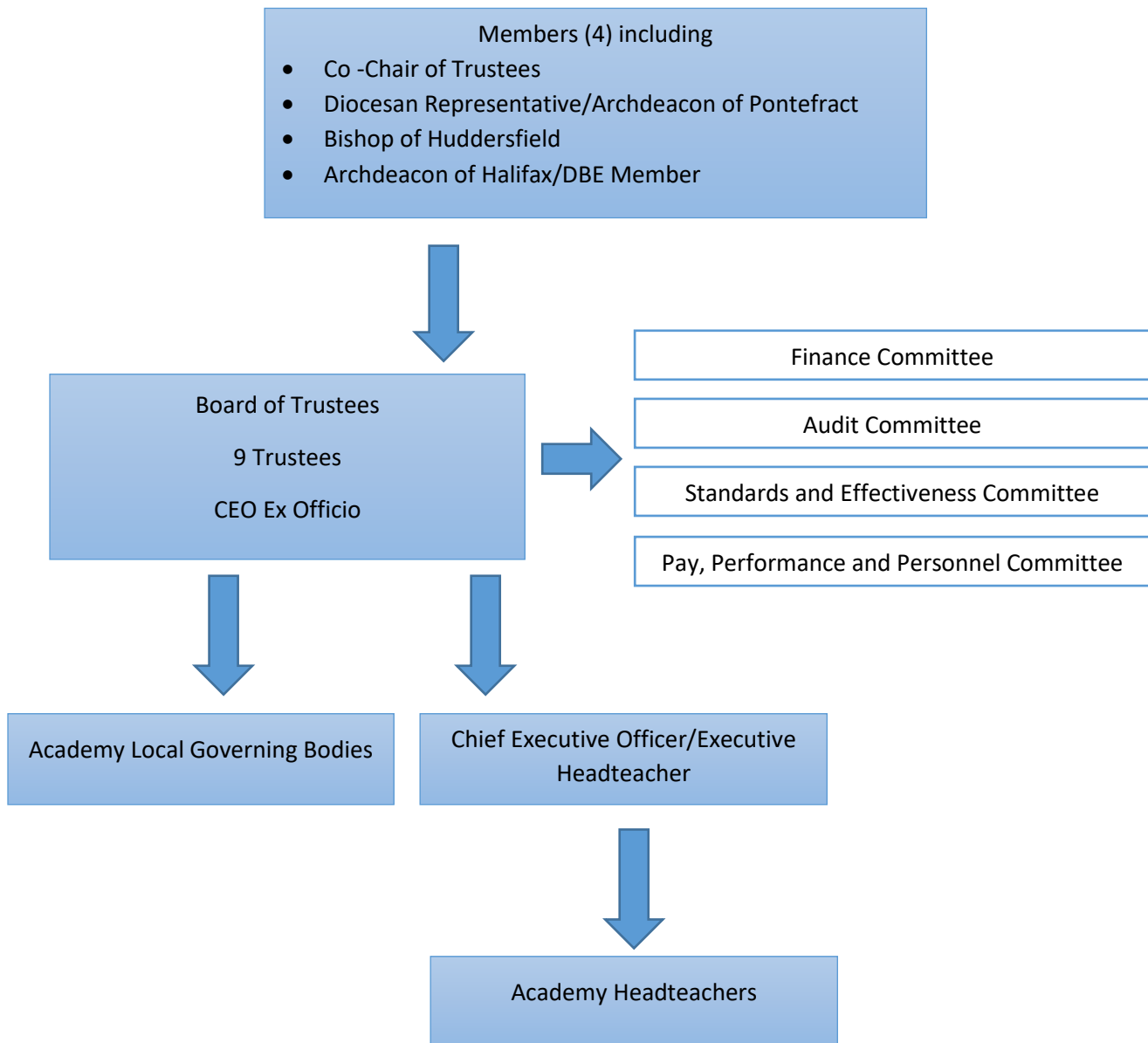
Our Mission:

- To support and encourage the work of academies in Learning Accord Multi Academy Trust; promoting school improvement to ensure high standards for our pupils.

Our Values:

- To ensure all Learning Accord academies are centres of excellence with a focus on nurture and achievement for all
- To develop a strong culture of professional development amongst our teaching and support staff, building on personal strengths and providing effective support for career development
- To promote high quality teaching and learning and effective support for pupils of all abilities in the pursuit of outstanding progress and attainment
- To ensure Learning Accord academies welcome and celebrate diversity and provide a particular vocation to the least advantaged to enable all pupils to maximise their life chances
- To have high aspirations for all pupils and staff, based on our educational heritage and culture making best use of research, pedagogy and child development

Governance Structure of Learning Accord Multi Academy Trust



How to Apply

Applicants are warmly invited to visit and discuss the post in further detail.

Applications must be submitted through the MyNewTerm site
<https://mynewterm.com/jobs/16581/EDV-2026-LAMAT-90183>

Closing Date: **19th June 2026**

Interviews will take place on **26th June 2026** at MAT Headquarters.

Our Offer

Learning Accord Multi Academy Trust provides excellent staff development, coaching and mentoring opportunities

The Trust works in line with national pay and conditions of service, with the same entitlements to salary increase and pay review as for LA Maintained schools.

Pension – All Learning Accord Employees have access to the Teachers' Pension Scheme or Local Government Pension Scheme.

Continuing Professional Development – Learning Accord Employees are provided with a range of bespoke professional development opportunities for further career progression:

- Access to relevant training (National College, Yorkshire Anglican Learning Partnership etc. MAT training and Networks)
- Access to appropriate National professional qualifications where appropriate
- Bespoke CPD opportunities

Additional benefits:

- Cycle to work scheme.
- Insurance scheme benefits e.g. counselling, access to a GP and other healthcare support.
- Employee Health Services and HR support.
- The Trust's HR policies are generous e.g. maternity, paternity, adoption leave; flexible working, leave of absence.

Job Description:

Job Title: Estates Compliance & Operations Officer (35 hours per week, term time only + 5 days)

Salary Range: Grade 8 (Scale Point 19-22)

Responsible to: CEO, Deputy CEO & CFO, Estates Manager

Purpose

To coordinate statutory compliance, contractor activity, and estates administration across the Trust, ensuring systems are maintained, risks are managed, and estates operations run efficiently in line with Department for Education Good Estate Management for Schools (GEMS) guidance.

Applicants are encouraged to familiarise themselves with the GEMS guidance prior to application, as it underpins the Trust's approach to estates management and will form the foundation of the role.

Key Areas

1. Statutory compliance coordination and monitoring
2. Management of the Trust compliance system (Every)
3. Planned preventative maintenance (PPM) coordination
4. Contractor management and operational liaison
5. Compliance tracking and remedial action monitoring
6. Estates documentation and audit readiness
7. Health & safety administration support
8. School support and estates coordination
9. Estates project and procurement administration
10. Operational estates support across Trust schools
11. Data management, reporting and record keeping
12. Support for Trust estate growth and onboarding processes

Duties and Responsibilities

Compliance Management

1. Maintain and actively manage the Trust's compliance management systems, ensuring statutory inspections, servicing and remedial actions are accurately recorded and monitored.
2. Monitor and track compliance actions across all schools, proactively identifying overdue items, gaps or areas of concern and escalating issues where appropriate.
3. Obtain, review and maintain statutory certification, inspection reports and associated compliance documentation.
4. Support the Trust in maintaining compliance with statutory obligations and Department for Education Good Estate Management for Schools (GEMS) guidance.
5. Support audit readiness by ensuring compliance documentation and records are accurate, organised and readily accessible.

Contractor & Operational Coordination

6. Coordinate planned preventative maintenance (PPM) programmes and statutory servicing activities across all Trust schools.
7. Liaise with contractors, consultants and school staff to arrange visits, manage access requirements and support the smooth delivery of works.
8. Monitor contractor attendance, performance and responsiveness, highlighting concerns or recurring issues where necessary.
9. Coordinate and monitor remedial works arising from statutory inspections, surveys and maintenance activities.
10. Support contractor compliance processes, including the management of RAMS, insurance documentation and safeguarding requirements.

Estates Administration & Documentation

11. Maintain accurate estates records, compliance logs, project trackers and operational documentation.
12. Ensure estates documentation is appropriately organised, version controlled and retained in accordance with Trust procedures.
13. Assist in maintaining accurate records relating to inspections, servicing, maintenance activities and contractor works.
14. Support the collation and management of project handover documentation, including certification, commissioning information and warranties.

School Support

15. Act as a key operational contact for schools on estates and compliance related matters.
16. Provide timely support and guidance to schools regarding estates procedures, compliance expectations and operational processes.
17. Coordinate incoming estates requests from schools, ensuring actions are logged, prioritised and progressed appropriately.
18. Support clear communication with schools regarding planned works, contractor attendance and compliance requirements.

Project & Financial Support

19. Provide administrative support across estates projects, ensuring records, trackers and supporting information are maintained accurately.
20. Assist with procurement and quotation processes in line with Trust procedures and financial regulations.
21. Support the monitoring of project budgets, committed spend and project progress information.
22. Assist in preparing reports, funding information and supporting documentation for internal and external stakeholders.

General Responsibilities

23. Support the Estates Manager with operational coordination and administrative management across the Trust estate.

24. Contribute to the development and continuous improvement of estates systems, procedures and operational processes.
25. Support the mobilisation and onboarding of new schools into Trust estates systems and compliance processes.
26. Ensure safeguarding and health & safety responsibilities are considered and embedded within all estates activities.
27. Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the Trust.

Please read our safeguarding policy: <http://www.learningaccord.org>

GRADE: 8

Attributes	Relevant Criteria	Essential	Desirable
1. Experience			
1.1	Experience of working within an administrative, operational, customer service or support-based role.	✓	
1.2	Experience of working within a school, academy, estates, facilities or compliance environment.		✓
1.3	Experience of coordinating tasks, managing records or supporting operational processes.		✓
1.4	Experience of working within a busy team environment and managing competing priorities.	✓	
2. Education & Training			
2.1	Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least to that level.	✓	
2.2	Willingness to undertake relevant training and professional development.	✓	
2.3	Relevant administrative, business support, estates or compliance qualification, or equivalent experience.		✓
3. General and Special Knowledge			
3.1	Understanding of the importance of professionalism, confidentiality and safeguarding within a school environment.	✓	
3.2	Understanding of the importance of accurate record keeping and organisation.	✓	
3.3	Awareness of health & safety and compliance responsibilities within the workplace.	✓	
3.4	Knowledge of estates, facilities, compliance or contractor management processes.		✓
3.5	Knowledge of Department for Education Good Estate Management for Schools (GEMS) guidance.		✓
4. Skills and Abilities			
4.1	Ability to work effectively both independently and as part of a team.	✓	
4.2	Friendly, approachable and able to build positive working relationships with colleagues, schools and contractors.	✓	
4.3	Strong organisational skills with the ability to prioritise workload and manage multiple tasks.	✓	
4.4	Willingness to learn, develop and take ownership of responsibilities.	✓	
4.5	Ability to communicate clearly and professionally with a wide range of stakeholders.	✓	
4.6	Ability to use digital systems and Microsoft Office applications effectively.	✓	

4.7	Ability to identify issues, escalate concerns appropriately and contribute positively to problem solving.	✓	
4.8	Ability to remain calm, professional and adaptable within a busy operational environment.	✓	
5. Additional Factors			
5.1	Commitment to ongoing personal training and development.	✓	
5.2	Ability to adapt and work flexibly to support the needs of the Trust and schools.	✓	
5.3	A genuine commitment to supporting schools and contributing positively to the Trust team and culture.	✓	
5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	✓	
5.5	Full UK driving licence and access to transport suitable for travel between Trust schools.	✓	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. You must be able to demonstrate all the essential aspects.