



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



Ashlands
Primary School
Ilkley



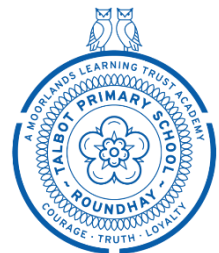
Burley Oaks
PRIMARY
SCHOOL
A MOORLANDS LEARNING TRUST ACADEMY
Belong, Believe, Achieve



Eastburn
Junior and Infant School



Menston Primary School
MAKING OUR WORLD A BETTER PLACE
A MOORLANDS LEARNING TRUST ACADEMY



TALBOT PRIMARY SCHOOL
A MOORLANDS LEARNING TRUST ACADEMY
ROUNDHAY
TOO
COURAGE · TRUTH · LOYALTY

**FURTHER
PARTICULARS FOR
THE POST OF:**

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

**SALARY SCALE:
12 - 18
£28,598 - £31,537 per
annum
(All Year Round)**

APRIL 2026



TRUST ESTATES OFFICER

Dear Applicant,

Thank you for requesting details for the post of Trust Estates Officer; this role provides an exciting opportunity to join the Moorlands Learning Trust (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 primarily based at Benton Park School, Harrogate Road, Rawdon, Leeds, LS19 6LX, but may involve occasional work at any of our Trust schools and require travel between sites across the Trust. The prime objective is to support the 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 and strategically planned for.

This is an exciting time in the Trust's development as MLT looks to grow further, so that we can play a wider role in the development of our region and its future generations. This will mean that 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 grow, so that we can continue to recruit and retain an exceptional workforce.

I hope you are inspired by this opportunity! If you have the qualities needed to make a transformational difference, then we would be delighted to hear from you.

Helen Williams
CEO Moorlands Learning Trust



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

Dear Applicant

Thank you for your interest in the post of full-time Trust Estates Officer.

You are applying to the school at a very exciting time in its development, having joined Moorlands Learning Trust in 2025. Our reputation in the local community is strong, and the school continues to grow. If you are inspired by this opportunity and have the qualities to contribute to our school, then we would be delighted to hear from you.

The closing date for this post is 8am on Tuesday 5th May 2026

The interview is provisionally scheduled for week commencing 11th May 2026

If you do not receive an interview invitation by Friday 8th May, we regret that your application is unsuccessful on this occasion, but we wish you every success in your future career.

Should you require any other information about this post, please feel free to contact the school.

We wish you every success in your application.

Yours faithfully

Nicholas Skilton
Headteacher

Moorlands Learning Trust
Estates Officer
Salary Scale Range 12-17
£28,598 - £31,022 per annum

The pattern of hours will be 37 hours each week, all year round.

Working hours:

Week 1 - Monday to Friday 6.30am until 2.30pm

Week 2 – Monday to Friday 11.30am until 7.30pm

PRIME OBJECTIVE OF THE POST

The role is based primarily at Benton Park School Harrogate Road, Rawdon, Leeds, LS19 6LX, and may occasionally involve 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. This 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 MANAGER THE POST HOLDER WILL:

- Support the overall ethos of the Trust, in all areas of contact and responsibility in relationships with staff and students
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parents and others visiting or making contact with the Academy
- Work closely to coordinate work required across Trust academies covering absence, vacancies and supporting colleagues at times of heavy workload
- 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 MLT Estates 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 as required on specific projects to ensure the timescales, quality standards and efficiency is achieved
- To become familiar with each Trust academy site in order to support as required in event of absence of key site staff
- Undertake the role of Fire Officer/Evacuation Co-Ordinator in an emergency situation as needed
- Maintain excellent working relations with appropriate external agencies and Local Authority, ensuring the school can access support and guidance as and when required
- Ensure Personal Protective Equipment is utilised, in full working order, and inspection records are retained accordingly
- To be a key holder, taking responsibility for locking and unlocking academy buildings and areas. This may involve occasional call outs when off duty or at out-of-hour times by arrangement on a rota basis therefore a full Driving Licence is an essential requirement of the postholder
- Ensure health and safety signage used is adequate and understandable
- Operate and respond to alarm systems where appropriate
- Moving furniture & equipment and setting up for specified events (assemblies, exams, parent's evenings etc.)
- Monitor CCTV equipment if required.
- Complete testing/checks and the maintenance of records for fire, water, electrical and other safety checks including pool maintenance (where relevant) as required
- Undertake appropriate repairs and maintenance duties, carrying out routine inspections as part of a preventative maintenance regime
- To carry out decoration and minor improvement works in accordance with experience and/or training

- Perform health and safety checks on Trust/school vehicles as required
- Undertake duties such as graffiti removal, litter picking, deep cleaning in support of the Academy's cleaning function – carry out routine inspections of cleaning work and liaise with cleaning contractor in regular meetings
- 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 difference 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

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. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time to commensurate with the grading level of the post and following consultation with the post holder.

Agreed by:

Post Holder:

Print name.....

Signature.....

Line Manager:

Print Name

.....

Signature.....

Date:

Person Specification

Attributes	Essential	Desirable	How Identified
Experience	<ul style="list-style-type: none"> • Participate in development and training opportunities • Willingness to undertake health and safety training such as manual handling and first aid courses, and other related training such as, data protection, customer care, COSHH, scaffolding training, evac chair training and toolbox talks (This list is indicative, not exhaustive, it is required that the post-holder will attend all training courses which are relevant to the post) • Basic (level 2) maintenance qualifications or equivalent experience. • Experience of working as part of a team • Maintenance experience • Experience of establishing effective working relationships with colleagues and customers • Experience of working in a high-pressure environment and to time and resource constraints 	<ul style="list-style-type: none"> • Experience of working within an education environment • Experience of working within a Public facing environment • Experience of writing and implementing Risk Assessments • Previous qualifications and/or experience related to a specialist trade/s (e.g. building, plumbing, electrical) • Health and Safety qualifications or equivalent experience (e.g. IOSH, working safely) • Experience of using electronic recording systems and office software packages • 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Awareness and understanding of security measures and systems • A good working knowledge of health and safety procedures, including risk assessments and safe working practices • Maintenance/Repair • Knowledge and understanding of COSHH regulations and how they apply to the organisation. • Working knowledge of Microsoft Office software programmes, such as Word, Excel, Explorer, and Outlook • Awareness of health and hygiene procedures • Knowledge of moving, lifting and handling procedures • Knowledge of basic fire regulation requirements • Knowledge of Safeguarding Children and Young People 	<ul style="list-style-type: none"> • Knowledge of current Health and Safety legislation and best practice • Knowledge of using specialist equipment • Knowledge of the principles of risk assessment • Previous experience of trades (e.g. building, plumbing, electrical, joinery, painting and decorating) 	<ul style="list-style-type: none"> • Application • Interview • References

Character

- Problem solving
- Good interpersonal skills - ability to communicate effectively in written and spoken English
- Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Prioritisation skills – able to manage own workload and complete tasks, to a deadline
- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients (DBS check required).
- Displays commitment to the protection and safeguarding of children and young people.
- Due to the unique nature of the duties of this post the post holder will require a good level of fitness and mobility
- Flexibility in approach to work including working evenings, weekends, and unsociable hours to meet service requirements.

- Application
- Interview
- References