



EMMANUEL SCHOOLS  
FOUNDATION

**Central Services Coordinator**

VALUED, CHALLENGED, INSPIRED



# WELCOME

Dear Applicant

Thank you for your interest in the role of Central Services Coordinator within the Emmanuel Schools Foundation.

This is an exciting opportunity to join a collaborative and forward-thinking Estates Team, in this new role that has been created to provide day-to-day operational and administrative support across our schools.

The post-holder will lead on compliance scheduling, reporting, coordination of contractors, monitoring and reporting of service desk and other data and accordingly will support team briefings.

Whether you're monitoring the service desk tickets, maintaining records for statutory compliance, producing energy usage reports or supporting onboarding for contractors, this role offers the opportunity to make a meaningful difference in an agile and evolving educational environment.

We're looking for someone who brings not only strong administrative skills, but also a proactive attitude, good communication and a real passion for helping others. If you're ready to grow, learn, and make a meaningful impact in an education environment that values innovation and teamwork – we'd love to welcome you to the team.

Neil Spooner  
Head of Estates

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

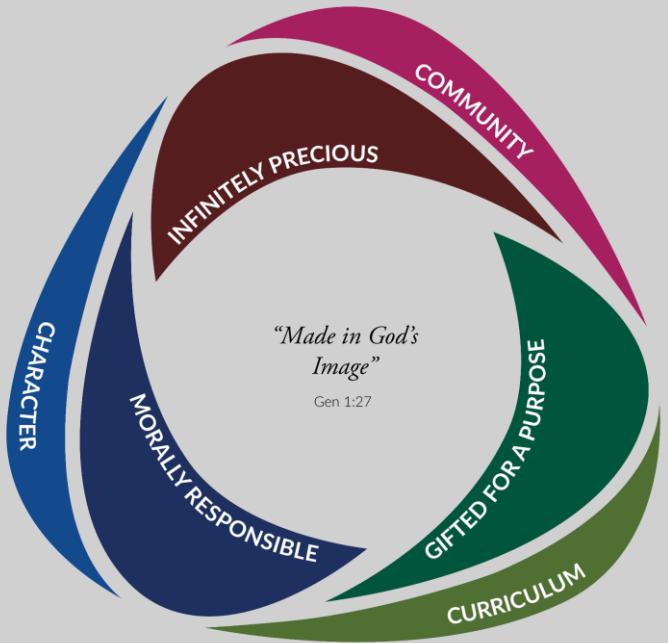
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”

“

SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”



# THE ROLE

Reporting to the Head of Estates, the Central Services Coordinator provides day-to-day operational and administrative support ensuring the Trust's support services run safely, efficiently, and to consistent standards across all locations. The post-holder will lead on compliance scheduling, reporting, coordination of contractors, monitoring and reporting of service desk and other data and accordingly will support team briefings.

The post holder will centralise data coordination and documentation management, supporting the Estates and other teams to improve efficiency across the Trust.

## Key Responsibilities

### **1. Service Desk & CAFM Administration**

- Monitor all reactive tickets ensuring timely responses, ensuring correct categorization, and track SLA delivery success.
- Maintain asset register, the scheduling of PPM tasks, and produce and communicate termly calendars.
- Ensure audit trails are maintained to assure data quality; and appropriate evidence is submitted and retained.
- Support the effective maintenance of relevant project records e.g. tracking orders, tender responses, contractor invoicing and progress.

### **2. Maintaining records for Statutory Compliance**

- Manage estates compliance calendar for all assets; ensuring that service contracts are managed, and compliance records and statutory documentation maintained, and reporting actions.
- Monitor the logging of incident reports and H&S escalations, supporting the production of relevant reports for Health & Safety, and management meetings.

### **3. PPM & Work Coordination**

- Convert condition priorities and surveys into scheduled tasks.
- Coordinate POs, permits to work, and RAMS checks.
- Asset maintenance coordination, monitoring and reporting.

### **4. Reporting & Performance**

- Produce monthly compliance and maintenance dashboard.
- Monitor SLA performance and PPM compliance.
- Produce energy usage reports.
- Work with data and other colleagues as required to ensure production of timely management information in line with Trust requirements.

### **5. Team & Stakeholder Coordination**

- Schedule and minute central operational meetings across Estates, IT, and other central operational teams.
- Support onboarding for contractors and site staff in all teams.

### **6. Training, Safeguarding & Records**

- With HR and other colleagues, support the monitoring and delivery of statutory and other training, maintaining appropriate records and making arrangements for external training provision where necessary.
- Ensure contractors and new starters receive appropriate safeguarding and onboarding and maintain records of the same.



# THE PERSON

## Essentials

- Experience in operations coordination.
- Two years' relevant administration experience.
- Working knowledge of statutory compliance.
- Proficient in use service desk systems, Microsoft 365 and other web-based applications.
- Highly organised and strong communication skills.
- Experience of using data to draft informative management information and reporting.

## Desirables

- Experience in education settings, and/or other regulated sectors e.g. health/care.
- Experience in a multi-site environment and working with distributed and cross-functional teams.

## You will know when you are doing well when you achieve:

- ≥95% PPM calendar completeness.
- 100% statutory checks scheduled before due dates.
- Estates Performance Dashboard issued monthly with complete data.
- >80% satisfaction from Site Managers.



# APPLICATION DETAILS

## Vacancy Details

Salary: SCP 10 to 15 - £28,068 - £30,430 (actual annual salary)

Start date: ASAP

Location: Any school within the Trust; hybrid working options available

Working Terms: 37.5 hours per week, Monday - Friday, Whole time, Permanent

## Deadline

Closing date: 27 February 2026

Interviews to be held: Week commencing 09 March 2026

## How to apply:

For further information, please visit [www.esf-web.org.uk](http://www.esf-web.org.uk) or email the Head of Estates on [nspooner@esf-mail.org.uk](mailto:nspooner@esf-mail.org.uk) . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application.

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

