



Partnership Learning



ESTATES MANAGEMENT ASSISTANT

RECRUITMENT PACK

MAY 2026



## Partnership Learning

Dear Applicant,

Thank you for your interest in the post of Estates Management Assistant at Partnership Learning. This is an exceptional opportunity to be a key member of the central team of a thriving multi-academy trust at a significant stage in its development and growth.

### Trust Overview

Partnership Learning is currently responsible for 20 academies – secondary, primary, all-through, special and University Technical College – across five local authorities (Hillingdon, Barking and Dagenham, Havering, Waltham Forest and Southend) serving around 15,000 pupils. The Trust is already set to grow to more than 16,000 pupils as its current new schools grow. Further expansion is envisaged in the coming five years, aiming to reach 25-30 schools and 20,000+ pupils. The Trust also encompasses Partnership London SCITT – a successful Initial Teacher Training provider which gives access to high quality Early Career Teachers.

The Trust has successfully established seven brand-new schools – all Ofsted ‘Good’ or ‘Outstanding’ - with a further primary school approved to open in the next one to three years; has transformed under-performing schools – seven so far – six of which have already been moved up to Ofsted ‘Good’ or better; and has incorporated six existing ‘Good’ or ‘Outstanding’ schools.

### Trust Vision

#### Statement of Vision and Purpose

The Trust’s aims are:

- to transform young lives through high quality education and strong values; and
- to support and empower personal and community well-being;  
by:
  - establishing great new schools;
  - transforming under-performing schools;
  - ensuring its schools achieve and maintain excellence; and
  - collaborating with local partners to strengthen communities

The Trust:

- values the individual character of its schools and their leaders, whilst encouraging and facilitating the development and deployment of effective common strategies to ensure that all its pupils thrive within well-structured, safe and aspirational environments;
- takes responsibility for challenging under-performance and driving improvement, whilst supporting its schools and their leaders through collaboration and effective use of combined financial and human resources.

### Trust Philosophy

Partnership Learning does not believe in a top-down model, with central control over its schools. On the contrary, the Trust believes that Headteachers generally know best what their schools need – developing their

identity, ethos and priorities for innovation – and it will always be the schools which deliver the outcomes, not the Trust.

Headteachers in Partnership Learning schools have similar levels of autonomy to those leading local authority schools or stand-alone academies – including driving school vision and strategy (including digital strategy), curriculum design, teaching and learning strategies, behaviour policy, staff structure and recruitment, appraisal and budget-setting - under the oversight of their Local Governing Board.

We believe that this is the most effective approach – fostering a strong sense of ownership and responsibility and encouraging innovation – and is most likely to attract and retain the strongest school leaders.

This approach is carried through in our financial model. We believe in keeping the maximum amount of money with schools – our core central costs are equivalent to a top slice of only 2%.



### **Estates Management Assistant Role**

This is an exciting new role within Partnership Learning's Estates Team, working closely with the Estates Compliance Manager to ensure all buildings and facilities within the Trust meet legal, safety, and regulatory requirements.

Whilst this role would be suitable for an individual with an estates/facilities management background and experience in these areas would be welcomed, it would also be appropriate for a flexible individual with different but relevant skill-sets and experience who was capable of adapting their skills to an estates environment.

### **Employee Benefits**

Partnership Learning's Terms and Conditions for central team posts closely follow those for equivalent-level Local Government posts.

Benefits include membership of the Local Government Pension Scheme, a Car User Allowance for eligible staff, a Staff Wellbeing Service and a Cycle to Work Scheme.

### **Next Steps**

We hope that what you have read motivates you to apply for this post. If you would like an informal discussion about the role, either before or after applying, please email [hrpayroll@partnershiplearning.com](mailto:hrpayroll@partnershiplearning.com)

Your application's supporting statement should, of course, address key aspects of the selection criteria, although please do not feel that you need to evidence every single one of them. We look forward to receiving your application – Deadline for receipt 12 Noon on Monday 8<sup>th</sup> June 2026.

*Please note – if you have not heard from us by Friday 19<sup>th</sup> June 2026 you should assume that you have not been short-listed on this occasion.*



## Partnership Learning

### Estates Management Assistant

#### Job Description

<b>Job Title:</b>	Estates Management Assistant
<b>Work Location:</b>	Central Trust offices (Trust school sites and client sites as required)
<b>Reports To:</b>	Estates Compliance Manager
<b>Salary Range:</b>	Partnership Learning Main Scale Points L14- L18 £28,521 - £30,630

#### CORE PURPOSE

This new role will be focused on supporting the Estate Compliance Manager to ensure the Trust offers the highest level of Preventive Planned Maintenance to each school, as possible. This will include managing schedules, scheduling works with contractors, reviewing reports, uploading to and maintaining Partnership Learning's CAFM system (Every).

Over time the central estates team has grown and so flexibility to a changing operating environment is a key requirement in the postholder as is the ability to establish their credibility with Headteachers, Business Managers and Premises Managers/Caretakers in each school.

#### KEY RESPONSIBILITIES

##### Systems & Processes

- Supporting the operation of the Trust's Preventative Planned Maintenance service to ensure the highest level of quality for our schools is achieved.
- Ensuring Partnership Learning's CAFM system (Every) remains up to date with recent service reports and worksheets.

##### Statutory Compliance

- Support the Estates Compliance Manager with the management of Partnership Learning's CAFM system (Every) via reviewing and uploading of reports.
- Review contractors service reports to analyse works completed and identify remedials.
- Track maintenance servicing works, ensuring all associated remedials are actioned with adequate reports received confirming completion.
- To assist Compliance Team with updating the contractor database for contractors used across the Estate, such as Insurances, engineer DBS information.
- To obtain RAMs before works are completed and review to ensure it's applicable.
- Co-ordinate a schedule of works to ensure all PPM frequencies are achieved across the Estate.
- To assist with management of call outs across the school estate.
- To help manage the Trust's premises helpdesk with day-to-day issues across the estate.

- To communicate planned works with schools Business Leaders/Site Managers in a timely manner and provide all required documents for each visit.

### **LIAISON & COMMUNICATION**

- To maintain an up-to-date electronic diary, weekly/monthly overview to ensure organisation of own diary is communicated with key staff across the Trust
- To attend and contribute to meetings when appropriate
- To communicate effectively with a range of Trust personnel including (but not exclusively):
  - Director of Estates
  - Estates Compliance Manager
  - Leadership Teams across the Trust and Local Governing Committees
  - Business Leaders and Finance Leads in the Trusts Schools

### **OTHER DUTIES & RESPONSIBILITIES**

- Play a full part in the life of Partnership Learning community, to support its vision, values and ethos and to encourage staff and learners across the Trust to follow this example
- Comply with Trust policies and procedures with regard to Health and Safety, Safeguarding, equal opportunities, race equality, conduct and dress
- For any approved service level agreements, deliver day-to-day duties consistently
- Interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training
- Represent the Estates Compliance Manager where required
- Undertake any other duties as may be reasonably required, commensurate with the job level

### **WORKING TIME**

- This is a full-time post, 35 hours per week, year-round; unless negotiated otherwise
- Up to 32 days annual leave per year dependent on scale point and length of service
- Core working hours are usually agreed between 8am and 4pm, however the post holder may be required to work outside of normal working hours on occasion, with due notice.

### **TERMS OF EMPLOYMENT**

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a social media check, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.

Partnership Learning is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives.

*This job description is subject to change with the agreement of the post holder.*

## PERSON SPECIFICATION

### PERSON SPECIFICATION: ESTATES MANAGEMENT ASSISTANT

	Essential	Desirable	Method of Assessment
<b>Qualifications</b>			
GCSE English and Maths - Grade 5 or equivalent	✓		Application Form
<b>Knowledge &amp; Experience</b>			
Outstanding record of attendance and punctuality	✓		References & Interview
Strong record-keeping and reporting skills, including data management and maintaining accurate records	✓		References & Interview
Experience of working in an education/ school setting (desirable)		✓	References & Interview
Experience of using CAFM system(s)		✓	References & Interview
<b>Specific skills</b>			
Methodical and practical in approach to work	✓		Task & Interview
Self-motivated with the ability to perform with limited supervision	✓		Task & Interview
Excellent communication skills particularly written with well-developed analytical and reasoning skills	✓		Task & Interview
Excellent IT skills with specific skill in using Microsoft Office applications especially MS Teams, Word, Excel, and PowerPoint	✓		Task & Interview
<b>Personal Characteristics</b>			
Team player, with ability to build relationships with a wide variety of stakeholders including demanding internal clients	✓		Interview
Ability to prioritise and manage conflicting demands	✓		Task & Interview
Demonstrates resilience and an ability to positively respond to changing priorities	✓		Interview
<b>Other</b>			
This post is subject to an enhanced Disclosure & Barring Service check	✓		Interview
This candidate must be committed to equality and diversity in the workplace.	✓		Interview
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others	✓		References & Interview
Excellent communication and presentational skills	✓		Application & Interview

An enthusiastic and flexible approach to working routines and practices	✓		Application, Interview & References
Patience and ability to remain calm	✓		References & Interview
Commitment to uphold the Ethos of the Trust	✓		Application, Interview & References
Commitment to equality of opportunity and anti-discriminatory practice	✓		Application & Interview
Sensitivity to community issues	✓		Application & Interview
Empathy with children and young people and the provision of a quality service for young people	✓		Application & Interview
Commitment to safeguarding of pupils	✓		Application & Interview