



“Providing great  
schools at the  
heart of the local  
community”



Dear Applicant,

Thank you for showing an interest in joining us at Endeavour Learning Trust.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have three secondary schools and two primary schools formally in the Trust. We also run a further secondary school that is due to convert into our Trust in December 2023.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

Our Values:

- Truly Collaborative
  - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve
- People Centred
  - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
  - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
  - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
  - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope you will show an interest in this exciting role,

Yours faithfully,



David Clayton  
Chief Executive Officer

## Advert – Estates and Operations Officer

Endeavour Learning Trust are looking to recruit an Estate and Operations Officer to join our central team. Our goal is to provide and maintain safe, reliable school environments for teaching and learning across our Trust.

The postholder will work across all functions of estates, supporting the Estates and Operations team on a variety of projects, both operationally and administratively.

Experience of working within a facilities or estate management environment is preferred but not essential.

Why you?

- You are a positive, organised, proactive individual
- You have a flexible approach to work and a willingness to develop new skills
- You are a confident communicator with administration experience

Why us?

- At ELT we have a focus on staff wellbeing, providing 24/7 access to employee wellbeing support services
- Access to Local Government Pension Scheme
- Join a growing Multi Academy Trust (MAT)
- Free on-site parking
- Encouragement of further and continued professional development

To apply, please complete an application form located on the vacancies page on our website and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org).

Applications should be submitted by 9am on Friday 15<sup>th</sup> December 2023

Interviews are to be held on Tuesday 19<sup>th</sup> December 2023

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org).

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issue which may arise from the references will be taken up at interview.

**This post is subject to an enhanced DBS check**

**Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**

## JOB DESCRIPTION

<b>Job Title</b>	Estates and Operations Officer
<b>Salary</b>	£23,893 - £25,979 per annum
<b>Grade</b>	Grade 5 NJC Points 6-11
<b>Location</b>	Endeavour Learning Trust Head Office, currently Yewlands Drive, Leyland PR25 2TP (Travel amongst Trust schools will be a requirement of this role)
<b>Hours of Work</b>	Monday to Thursday 8:30am-4:30pm & Fridays 8:30am-4:00pm
<b>Contract</b>	Full time, Permanent
<b>Annual leave</b>	26 days plus bank holidays
<b>Responsible to</b>	Director of Estates & Operations

### Job Purpose

- To support the provision of Estate and Operations in line with the Trust's objectives, including but not limited to estate, operations, IT, health and safety, catering, educational visits and contract management
- To support the Director of Estate and Operations and the Estate Manager with the operational needs of the trust.
- To have a focus on compliance with statutory regulation, ensuring we maintain safe places for our students, colleagues and visitors.
- To support in the delivery of school and trust building and maintenance projects.
- To support with asset management development across a range of services.

### Core Responsibilities

- To be responsible for the monitoring of the estates compliance software and contribute to the development of systems, procedures, and working practices within all schools in the trust.
- To support with audits and reporting to ensure compliance with Building Health and Safety regulations. e.g. electrical safety, legionella management, asbestos management, fire safety etc
- To act as a first line of support for schools site managers and operation managers.
- To liaise with contractors to schedule works and monitor the progress of projects to completion.
- To support the Estates Manager with the operational needs of the estate.
- To raise orders on the Trust finance system and support with other administrative duties.
- To attend courses and participate in training and other learning activities necessary for the post holder's advancement and performance development.
- The post holder must comply with policies and procedures relating to child protection, health and safety, hygiene and security, Risk Assessment, confidentiality and data protection, reporting all concerns to the appropriate person.

### Corporate Responsibilities

- 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
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**NOTE:** In addition, other duties at no higher level of responsibility may be interchanged with or added to this list as required. This job description may be amended at any time in consultation with the postholder.

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## Person Specification – Estates and Operations Officer

Qualifications	Essential	Desirable
5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	
First Aid Qualification (qualification not essential at point of application as training will be given if required)		D
Experience of using IT based systems including email and Microsoft office	E	
Professional development relevant to post		D
<b>Experience, knowledge and skills</b>		
Experience of planning and programming work	E	
Experience include management of contractors	E	
Experience of working within a school environment		D
Experience of procurement of goods and services	E	
Demonstrate they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	
Problem solve and create innovate solutions	E	
Demonstrate that they are able to develop effective working relationships	E	
Demonstrate they have a positive approach to customer care and service delivery	E	
Demonstrate ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures	E	
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	
The ability to respond effectively to challenges	E	
A flexible approach to working practices	E	
The ability to work as both part of a team and independently	E	
The ability to maintain successful working relationships with other colleagues	E	
A commitment to contributing to the wider school, Trust and its community	E	
Ability and willingness to travel between sites, as required	E	

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