



ATHENA
LEARNING TRUST

Estates Coordinator

Applicant Pack

Closing date:

9th July 2024

Interview date:

16th July 2024



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Estates Coordinator
School Base:	Dunheved House
Closing Date:	09/07/2024
Interview Date:	16/07/2024
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£14.18 - 16.24 ph



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

You will be responsible for managing lettings across all of our academies and other trust sites. This includes developing income generation opportunities by identifying suitable spaces for external hire, marketing those spaces effectively, managing the booking process, and ensuring a positive experience for all our clients. You will line manage part-time lettings staff and arrange cover when needed, be on call to support evening/weekend lettings (paid overtime or time-off in lieu as appropriate) and be responsible for lettings' budgets.

You will provide critical support to our Estates Department and Health & Safety and Compliance Lead, assisting with administrative tasks, ensuring compliance with all relevant regulations, and contributing to the development and implementation of health and safety policies and procedures.

What you will be doing

Build Knowledge

- Contribute to the continuing development and review of lettings policies and procedures.
- Contribute to the continuing development and implementation of health and safety policies and procedures.
- Conduct basic health and safety audits as required.

Build Trust

- Liaise with school staff and external clients to ensure a smooth and positive letting experience.
- Line manage part-time lettings staff.
- Liaise with school staff on health and safety and compliance matters.
- Support staff with their DSE assessments, making site visits where required, advising on necessary equipment and managing purchasing of equipment.

Prioritisation

- Identify suitable spaces across all schools and trust sites for external hire.
- Develop and implement a lettings strategy to maximise income generation.
- Provide general administrative support to the Estates Team, including placing requisitions/processing and managing correspondence.
- Support with reviewing statutory inspection reports and risk assessments for all sites fire, water hygiene, fixed install electrics, gas, lifts, asbestos and work with appropriate staff to ensure remedial works are addressed in a timely manner.

Clarity and Energy

- Market available spaces effectively through various channels.
- In conjunction with the Head of Estates, monitor the lettings' budget and review the business plan evaluating income and expenditure.
- Oversee the cleaning and maintenance of let spaces before and after use.

Follow Up

- Manage the lettings process, including bookings, contracts, and invoicing.
- Assist the Health & Safety and Compliance Lead with administrative tasks such as maintaining records, scheduling inspections, and coordinating training.
- Monitor compliance with all relevant health and safety regulations.
- Support the Health & Safety and Compliance Lead in preparing compliance reports for Principals/Head of Estates/other stakeholders.
- Support with statutory compliance records and remedial works prioritisation across all Trust sites.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience

Essential

- Excellent organisational and administrative skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- IT literate, with proficiency in relevant software (e.g., spreadsheets, databases, booking systems).
- A proactive and solutions-oriented approach.
- Excellent customer service skills.
- Ability to manage multiple tasks simultaneously and prioritise effectively.

Desirable

- Experience in managing lettings or property rentals
- Experience working in Health and Safety
- A strong understanding of health and safety regulations

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena 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. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.