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Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

Estates Compliance and CAFM Administrator
£27,502 per annum, 37 hours a week

We have an exciting new opportunity to join our Trust central team

At Ascendancy Partnership Trust our mission is to provide the best possible education and therapeutic support for children and young people with additional complex needs. We believe that safe, well-maintained, and inspiring environments are central to the success of our schools and the wellbeing of our students and staff. Our estate spans multiple sites across the Trust, each tailored to support the needs of children and young people with SEND.

Under the direction of the Director of Estates, you will support the estates function by administering the central Computer-Aided Facility Management (CAFM) system and ensuring compliance records are maintained to the highest standards. The role will involve working across all schools within the Trust, with approximately 1–2 site visits per month.

This is a key post providing administrative, compliance, and project support across a wide range of estates functions.

We're looking for an organised administrator with experience in estates, compliance, or education settings. You'll understand statutory compliance in schools (e.g. fire safety) and be confident using digital systems such as CAFM, Parago, or I am Compliant. Strong written skills, attention to detail, and the ability to handle sensitive information are essential. You'll also bring great people skills to liaise with site teams, contractors, and senior leaders, while being proactive, adaptable, and committed to safeguarding and continuous improvement. You will need your own car with business insurance to travel between sites in Berkshire. The Trust offices are based at Manor Green School.

What we offer

- Local authority pension and life assurance scheme
- Flexible working hours scheme
- 29 days holiday a year plus bank holidays
- A range of flexible benefits
- Free onsite parking
- On site café
- Family-friendly policies
- Wellbeing benefits
- Continuous professional development and learning opportunities

Closing Date: Midday on Thursday 9 October with interviews planned for Tuesday 14 October 2025

How to Apply: Please visit <https://www.ascendancypartnershiptrust.co.uk/about-us/vacancies>
Please be aware that our Trust website is under development.

Please email your completed application form to: careers@aptmat.co.uk by the closing date.

We welcome applications from all sections of the community.

The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be eligible to work in the UK.

Stronger and **Better** Together

