



Estates Administrator

Salary:	£26,644.00 per annum
Basis:	Full time
Contract Type:	Permanent post
Contractual Hours:	37 hours per week
Annual Leave:	35 days including bank holidays
Location:	The Carr Fenton Foundation

We are seeking a highly organised and proactive Estates Administrator to support the effective delivery of estates and facilities operations across our Foundation. This is a key role providing high-quality administrative support to ensure maintenance, compliance, statutory obligations and operational activities are efficiently coordinated, recorded and reported.

About the Role

The Estates Administrator plays a key role in supporting the effective delivery of estates and facilities operations across the Foundation. The postholder will provide high-quality, professional and responsive administrative support to the Estates team, ensuring that maintenance, compliance, statutory obligations and operational activities are effectively coordinated, recorded and reported. The postholder is responsible for providing the administrative support that underpins the effective delivery of statutory compliance requirements across the Foundation.

This role is central to ensuring that systems, processes and information flows operate efficiently, supporting both day-to-day service delivery and longer-term estates planning and compliance.

Key Responsibilities

- Act as a central point of contact for estates-related queries, face-to-face, via phone, email and helpdesk systems
- Monitor and manage the job ticketing system, ensuring timely allocation and completion of tasks
- Maintain accurate and up-to-date records of planned and reactive maintenance activities
- Support the coordination of internal estates staff and external contractors
- Support the Health and Safety Coordinator in monitoring and reporting compliance performance, ensuring risks, overdue actions and statutory requirements are clearly identified and escalated where required
- Ensure all estates documentation is accurate, accessible and audit-ready
- Raise purchase orders and requisitions in line with Foundation procedures

- Support goods receipting, invoice processing and contractor payment workflows
- Track expenditure and support budget monitoring where required
- Coordinate contractor visits, ensuring compliance with safeguarding and site access requirements
- Maintain visitor, contractor and DBS records
- Support the coordination of fleet servicing, maintenance and compliance requirements
- Maintain vehicle booking systems and associated records
- Ensure all relevant documentation relating to drivers and vehicle use is accurate and up to date
- Maintain site access systems, including issuing and managing fobs and access permissions

For a full list of responsibilities please see the job description.

What We're Looking For

- Proven experience in an administrative role within estates, facilities or a similar operational environment, with the ability to manage systems, processes and compliance-related documentation effectively.
- GCSE Grade 4 or above (or equivalent) in English and Maths
- Relevant Business Administration or equivalent qualification
- Understanding of statutory compliance, health and safety requirements or regulatory record keeping
- Excellent organisational, planning and prioritisation skills, including the ability to manage multiple tasks and competing deadlines
- Excellent interpersonal skills, communication skills, both written and verbal.

We can offer you:

- Contributory Pension
- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline - 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer)

For a job description and application form please visit our careers page at [Careers — The Carr Fenton Foundation](#)

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

Closing date for applications: 26th July 2026

Interviews to be held: 3rd August 2026

The Carr Fenton Foundation, Leger Way, Doncaster, DN2 6AY,

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.