

Apprentice Estates Assistant

Location: **Halifax**

Posted: **11th August 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



The Estates Management team deal with the day to day running of the property portfolio, including management of the Council's investment portfolio, acquisition and disposal of property, property valuation, minimising the Council's liability for non-domestic rates, managing any Right to Bid across Calderdale and provision of property advice to deliver strategic and corporate projects and initiatives.

Business

Local authority

Training provided

Level 3 Business administrator

Pay details

National Minimum Wage

Hours

37 hours per week

Requirements

- GCSE maths and English at grades 9-4
- Strong organisational skills
- Good written and verbal communication skills
- Be familiar with collecting, recording and applying data
- Proven ability to use IT packages including standard Microsoft Office software

Minimum age

16

Description

Day-to-day tasks include:

- Assisting in the implementation of the Council's Asset Management Plan, Asset Review Programme and other policies and projects
- Dealing with and keeping a log of enquiries from members of the public, tenants, interest groups, partners, and councillors
- Undertaking routine tasks, such as writing to tenants to inform them of planned works
- Collecting and inputting data relevant to the team and role
- Raising help calls for required works, such as repairs
- Processing payment of invoices using appropriate systems
- Maintaining supporting information such as web pages that market available properties

- Assisting the Asset Management Team in implementing annual statutory valuations on the land and property portfolio
- Assisting the Asset Management Team in managing the Council's Land and Property Investment Portfolio on a day-to-day basis, particularly focusing on the maintenance and compliance of various property and financial records
- Assist with updating and keeping up to date the Council's Asset Register and the inputting and extraction of data from the system

How to apply

Please apply on the [council's website](#).

To enquire about this role:

