



KNOWSLEY HALL

RECRUITMENT PACK

ESTATE SYSTEM  
ADMINISTRATOR

September 2025



## INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits
- Shortlisting
- The Role
- The Person
- How to Apply





## ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall (lovingly restored from Police offices over the last 25 years by The Earl and Countess of Derby) and Knowsley Safari (Founded in 1971 by 18<sup>th</sup> Earl, uncle of the current owner). The gardens created from scratch by Lady Derby and the Knowsley Parks & Gardens team. Stanley Enterprise is a legal partnership between Lord Derby & their older son Edward Stanley. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is where the family's 'Mare in a Million' Ouija Board lived.

The walled Park covers over 2500 acres and has been in the continual ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Secretary of State for War during the First World War the ambassador to Paris. William Shakespeare and Edward Lear both worked and wrote at Knowsley.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.

## SHORTLISTING

Candidates should ensure before they apply, that they have read through The Role and The Person thoroughly and that they meet the criteria outlined for this role as a minimum.

Due to the high volume of applications that we receive and our capacity, we regret that we are only able to contact those applicants that have been shortlisted to interview. If you have not heard from us within one month of the closing date, please note that we have decided not to take your application any further any time.



## BENEFITS

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoo's and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Estate Summer BBQ and Christmas Tea Party staff events
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme, counselling and support helpline to discuss any worries anonymously
- PERKS online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

# THE ROLE

J O B   T I T L E	Estate System Administrator
C O N T R A C T   T Y P E	Permanent
W O R K I N G   H O U R S	Your normal working hours are to be worked 5 out of 7 days, averaging 40 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties. You may be expected to work bank holidays and weekends however, this may vary and it may be necessary for you to work outside of these hours.
S A L A R Y	£30,602 gross per annum

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

## Purpose of the Role

The Estate System Administrator is responsible for the smooth and efficient operation of systems and processes that support the management of property on the Estate. This includes maintaining administrative systems, supporting compliance and regulatory obligations, managing fleet and asset records, coordinating supplier and contractor documentation, and contributing to the overall operational efficiency of the Estate Office team and the wider business.

## Main Duties and Responsibilities

### Operational Systems Administration

- Maintain and update core operational systems (e.g., tenancy information, contractor databases, property inspection logs) – streamlining and improving efficiencies where appropriate.
- Ensure property-related documentation and data are accurate, current, and accessible.
- Liaise with property managers to ensure processes and systems support their operational needs.
- Working with the wider team, handle incoming communications to the office and direct these accordingly.



### **Compliance & Regulatory Support**

- Monitor and track statutory compliance requirements (e.g., gas safety, EICRs, etc).
- Maintain records of certifications, inspections, and renewals.
- Coordinate and liaise with contractors and suppliers to ensure timely delivery of compliance services.
- Support audit preparation by organising and presenting relevant documentation.

### **Fleet & Asset Management**

- Maintain accurate records of company fleet vehicles including servicing, MOTs, insurance, and mileage logs.
- Manage vehicle allocations and monitor usage policies.
- Coordinate vehicle maintenance and liaise with suppliers.
- Track other operational assets (e.g., tools, keys, IT equipment) as needed.

### **Supplier & Contractor Administration**

- Maintain approved contractor and supplier lists with up-to-date credentials and insurance documents.
- Monitor contractor performance and track expiry dates of key documents.
- Coordinate contract renewals and support procurement administration.

### **Reporting & Documentation**

- Generate regular reports on compliance status, asset register, vehicle usage, and system KPIs.
- Support the preparation of internal operational reviews or external audits.
- Ensure document control standards are followed.



# THE PERSON

## Key Requirements:

- Excellent attention to detail and organizational skills.
- Strong administrative and record-keeping abilities.
- Proactive approach to maintaining compliance and operational standards.
- Good interpersonal and communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong working knowledge of MS Office Suite (Excel, Word, Outlook).
- Experience with property management software (desirable but not essential).





# HOW TO APPLY

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Please send your CV to [recruitment@knowsley.com](mailto:recruitment@knowsley.com).

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CLOSING DATE: Midnight on 12 October

INTERVIEW DATE: w/c 20 October

START DATE: ASAP

