

Job Description & Person Specification

Estates and Compliance Director

Job Title:	Estates and Compliance Director
Scale:	Scale 13
Responsible to:	CFOO
Responsible for:	Estates and Compliance

Job Purpose:	<p>Provide strategic leadership for the Trust’s estate, ensuring safe, compliant, efficient, and future-proofed environments across all schools. The postholder sets the estate vision, leads long-term asset planning, drives health and safety excellence, and ensures the Trust meets all statutory, regulatory, and organisational responsibilities.</p> <p>The role works closely with the Executive Team, Trust Board, and school leaders to turn data, risk intelligence, and strategic priorities into coherent investment plans and operational delivery.</p>
Duties & Responsibilities:	<p>Strategic Estate Leadership</p> <ul style="list-style-type: none"> • Develop and deliver the Trust-wide estates vision, long-term asset management plan, and investment strategy. • Ensure the estate aligns with educational priorities, curriculum needs, and organisational growth. • Lead reviews of estate condition, sufficiency, utilisation, and lifecycle requirements. • Provide expert advice to the Executive Team and Trust Board on estate risks, priorities, and opportunities. • Identify and secure funding opportunities, grants, and value-for-money solutions. <p>Governance, Reporting & Senior Engagement</p> <ul style="list-style-type: none"> • Present estate data, risk profiles, and investment proposals to senior leaders, committees, and the Trust Board. • Ensure decision-makers clearly understand their estate, H&S, and compliance responsibilities. • Commission and manage external professional advice where required. • Produce high-quality management reports to support assurance, strategic planning, and regulatory requirements. <p>Health, Safety & Compliance Leadership</p> <ul style="list-style-type: none"> • Lead the Trust’s compliance and H&S strategy, ensuring every school meets statutory and regulatory requirements. • Oversee competency assessments, training plans, and clarity of roles and responsibilities across the Trust. • Manage compliance monitoring systems (including digital compliance platforms) and ensure timely escalation and resolution of risks. • Procure and oversee specialist H&S and compliance services. <p>Estate Operations, Maintenance & Risk Management</p> <ul style="list-style-type: none"> • Lead development of a Trust-wide maintenance strategy that protects the estate, minimises disruption, and aligns with budget cycles. • Use condition and sufficiency data to prioritise planned works and investment programmes.



	<ul style="list-style-type: none"> • Ensure robust processes for statutory inspections, asset registers, and lifecycle planning. • Lead risk identification, evaluation, and mitigation across all estate-related functions. <p>Projects & Capital Delivery</p> <ul style="list-style-type: none"> • Establish and oversee project governance, ensuring all capital works are compliant, cost-controlled, and strategically aligned. • Lead business cases, project appraisal, procurement strategies, and stakeholder engagement. • Ensure post-project reviews and lessons learned are embedded into future delivery. <p>Sustainability, Energy & Efficiency</p> <ul style="list-style-type: none"> • Lead the Trust’s sustainability and net-zero agenda, shaping long-term carbon reduction strategies. • Work with school leads to implement energy efficiency programmes, behaviour change initiatives, and sustainable operations. • Analyse data to inform cost-saving measures, efficiency improvements, and investment priorities. • Develop and manage collective procurement strategies to leverage economies of scale. <p>Data, Systems & Assurance</p> <ul style="list-style-type: none"> • Own the accuracy, integrity, and strategic use of estate, compliance, and H&S data. • Specify and oversee digital systems that support estate planning, compliance monitoring, and performance reporting. • Provide data insights to the DfE, board committees, auditors, and regulators as required. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Lead and develop the Estates and Compliance teams, setting clear objectives, standards, and performance measures. • Build a positive and proactive culture around safety, compliance, sustainability, and good asset stewardship. • Ensure clear delegation frameworks and training pathways across schools.
<p>General:</p>	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust’s Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid qualification.	D
Knowledge & Experience	Recent experience of working in a primary/secondary school.	D
	Senior-level estates leadership across a complex multi-site organisation (education sector experience desirable but not essential).	E
	Strong understanding of asset management, capital planning, property law basics, and building compliance.	E
	Proven track record of leading H&S compliance at organisational level.	E
	Experience managing large budgets, procurement, and contractor performance.	E
Skills and attributes	Background in project delivery, risk management, and strategic planning.	E
	Strategic thinker who can translate data into actionable decisions.	E
	Strong communication skills and confidence presenting to executives and boards.	E
	Ability to lead diverse teams and influence stakeholders at all levels.	E
	High integrity, sound judgment, and a commitment to safe and sustainable operations.	E
Personal qualities	Management / Team leading skills.	E
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	E
	Ability to work effectively with others in the school.	E
	Good organisational skills.	E
	Ability to manage own time effectively.	E
Other	Willingness to contribute ideas and suggestions to the working environment.	E
	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
Other	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated November 2025.