

Job Title	Estates and Compliance Manager
Responsible to	Chief Operations Officer (COO)
Contract type	Full time, permanent
Salary	Grade
Key relationships	Chief Executive Officer (CEO) Chief Operations Officer (COO) Chief Financial Officer (CFO) School Business Managers School Estate Staff

Statement of purpose

To deliver a comprehensive estate management service that aligns with the Trust's objectives and ensures value for money through efficient and effective practices.

Key responsibilities include:

- Ensuring adherence to Health and Safety regulations.
- Overseeing capital projects and building refurbishments.
- Supervising contract management for services such as catering, cleaning and grounds maintenance.
- Lead and manage the Trust Asset Management Strategy.
- Lead the implementation and management of compliance/asset management systems across the Trust.

Additionally, the role involves managing estate staff, including site managers and supervisors, by developing work programmes that ensure the effective maintenance of the estate. A strong emphasis is placed on compliance with statutory regulations to maintain safe environments for pupils, colleagues and visitors.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder's professional responsibilities and duties.

Core Responsibilities

- Ensure the smooth operation of the Trust's estate by collaborating with the Chief Operations Officer.
- Ensure compliance with all Health and Safety regulations and facilitate sharing of best practice across the Trust. Complete site inspections to ensure compliance with all relevant statutory, Health and Safety legislation and Trust policies/procedures.
- Lead on the development and implementation of policies and procedures in the area of Health and Safety within all schools.
- Oversee all aspects of premises maintenance, security, health and safety, and facilities management in compliance with statutory and regulatory requirements.
- In consultation with the COO, establish project teams with stakeholders as required, including central staff, contractors and academies to deliver specific projects to a defined quality, on time and on budget.

RESPECT | EMPOWERMENT | COLLABORATION

- Support the day-to-day management of capital projects. Liaise frequently with key stakeholders including contractors, architects, consultants and other members of specific project teams.
- Liaise with academy premises teams on smaller estate management projects.
- Oversee Trust premises, including repairs and maintenance, development of buildings, estate management, statutory reporting and asset management via the effective use of the iAM Compliant Software.
- Maintain oversight of the security of the Trust estate including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- Maintain the Trust Asset Register, ensuring all assets within the Trust are appropriately recorded.
- Support the school site teams with the day-to-day management of contracts, including building compliance, cleaning, catering, grounds, utilities, ensuring policies and procedures are robust.
- Oversee the grounds maintenance provision across the Trust, including managing associated contracts.
- Ensure risk assessments are undertaken, training is provided to staff and statutory regulations are complied with.
- Stay informed about industry best practices and emerging trends in project management. Integrate innovative solutions and technologies to enhance project efficiency, sustainability and overall success.
- Ensure through audit that regular checks of buildings, cleaning, grounds, furniture, fixtures and fittings are undertaken by appropriate staff and to take appropriate action, which will include advising the COO on technical issues, financial and budgetary implications.
- To lead on the sustainability strategy, ensuring best practice of energy conservation in the use of heating, light, water etc is developed and maintained.

Health and Safety Responsibilities

- Act as the Trust's competent person in line with the Department for Education guidance so the Trust fulfils its obligations in relation to the Risk Protection Assurance Scheme.
- To maintain oversight of Health and Safety across the Trust estate, acting as the Trust's Health and Safety Coordinator for Construction Design Management Projects, Asbestos Control Manager, and lead on Estate Compliance Work.
- To carry out an annual review to determine that the Trust properly discharges its duties under its own Health and Safety Policy; the Health and Safety at Work Act; COSHH Regulations; and any other statute, regulation or directive.
- Develop and implement policies, procedures and processes concerning Health and Safety, including risk/emergency management.
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
- To prepare termly updates and annual Health and Safety reports for the COO, reporting on information compiled from all schools in conjunction with any external providers.

Training and Professional Development

To oversee the training provision for all staff as required on all Health and Safety matters.

General Responsibilities

- To attend and participate in relevant meetings as required.
- Identify your own personal development needs.
- Model professional behaviour, promoting high expectations as a lead professional.