



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different, and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership is an established trust created by the merger of two highly successful founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission:

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum, but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge.

Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development training which ranges from the full suite of NPQs to some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



ROLE

Estates and Health & Safety (H&S) Officer

Full time, permanent, all year round - flexibility could be considered for the right candidate (e.g. in hours/term-time)

NJC Point 20 to 25 (£32,597 to £36,363) depending on skills and experience

The Blackdown Education Partnership is seeking a highly motivated individual to join our Central team to support our Head of Estates and Health & Safety with the management of our property asset portfolio.

Based at our Central Office at Orchard Grove Primary school, key responsibilities of the role will include:

- Assisting with the procurement and management of estates and H&S related contracts.
- Supporting school building projects, monitoring budgets and progress to ensure spending and timescales remain on track.
- Co-ordinating and reporting on estates and facilities compliance and planned, preventative maintenance, providing support and advice to school-based staff.
- In conjunction with the HR department, overseeing the provision of H&S related training across the Trust and specific training for estates staff.
- Promoting a culture of proactive Health and Safety practice throughout the Multi Academy Trust.



We are particularly interested in candidates who have practical experience of building and grounds maintenance and statutory buildings compliance as well as experience of carrying out risk assessments where an element of scoring risk is required.



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Ideally you will be IOSH qualified or have a relevant professional qualification in a related area, although this is not essential. You will have a good understanding of Health and Safety along with excellent IT skills, particularly in the use of MS Office.

You will also have the ability to form good working relationships with all stakeholders and have a positive and proactive approach to your work.



You will be joining an ambitious, committed and hardworking team of staff who offer great support to schools and to each other and who are relentless in their drive to make a genuine and lasting impact on our young people, families and the wider community.

If you are keen to find out more about the role, please contact Brendan Slade, Head of Estates and H&S – admin@bep.ac.

If you can meet the requirements of this role, we would love to hear from you.

All applications should be made by completing the online application form via E- teach available at www.bep.ac/vacancies and include evidence of how you meet the person specification for the role. CVs are not accepted, please complete the application form in full.

For full details of the role, please see the job description and person specification.

Closing date: 9am Monday 17th November 2025

Interviews: Tuesday 4th December 2025



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Job Description

Job Title:	Estates and Health & Safety Officer
Responsible to:	Head of Estates and Health and Safety
Salary:	NJC Point 20 to 25 (£32,597 to £36,363) depending on skills and experience
Working time:	Full time (37 hours per week), all year round although flexibility would be considered for the right candidate (e.g. in hours/term-time)
Location:	Based at our Education and Operations Central Office in Orchard Grove Primary School, Taunton, but independent travel to Trust schools will be required.

Key Purpose of Job

Assisting the Trust Estates and Health and Safety Lead with the management of BEP's property asset portfolio to provide quality education facilities and learning environments that are fit for purpose.

Supporting Headteachers, School Business Managers and premises staff with the effective implementation of planned maintenance and compliance programmes.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Asset Management

- Arrange condition surveys for all schools in accordance with agreed timescales and assist in producing and reviewing detailed asset management plans.
- Train site staff in the effective use of a Trust wide CAFM (Computer Aided Facilities Management) system and assist in the continuing development and use of the system.
- Support the Trust Estates and Health and Safety Lead in managing building projects and monitoring capital budgets.

H&S and Compliance

- Ensure H&S audits, asbestos management plans, fire risk assessments, legionella risk assessments, fixed electrical testing etc are carried out in accordance with guidance and policies and are shared with all stakeholders. Ensure any actions identified via these processes are completed within appropriate timescales.
- Co-ordinate the planned and preventative maintenance schedule (PPM) across the Trust utilising the Trust's Computer Aided Facility Management (CAFM) system. Support Business Managers and Premises Managers to implement the PPM schedule.
- Monitor schools' premises related compliance, act on any concerns and provide support to ensure non-compliance is resolved.
- Audit risk assessments for each school and make recommendations to improve these.
- Check schools' compliance with agreed accident reporting procedures (including RIDDOR),



ensure that these are investigated appropriately, analyse trends and provide reports as required.

- In conjunction with the Trust HR Manager, ensure all staff across the trust receive necessary H&S related induction and periodic training and that Estates staff receive additional role-related training as appropriate.
- Administer and provide reports to the Health and Safety Committee, delivering training and updates as appropriate.
- Keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across the Trust as required, in conjunction with the Trust's Health and Safety Competent Person.
- Promote a culture of proactive Health and Safety practice throughout the Multi Academy Trust.

Procurement and Contracts

- Assist in procuring Trust wide Estates/Health and Safety related contracts to achieve financial efficiencies for our schools.
- Monitor Trust level Estates/Health and Safety contracts against contractual specifications and quality standards.
- Establish an approved contractors list for which appropriate documentation has been checked and maintained. Provide lists of qualifying documents necessary for schools appointing contractors that are not on the Trust approved list.

Other

- Undertake security and safety audits to identify areas for improvement.
- Monitor progress against schools' climate action plans and environmental targets.
- Assist in the completion of statutory returns relating to estates and facility management.
- Prepare information and reports for Trustees, senior leaders and schools as required.
- Recommend changes to Estates and Health and Safety related policies and procedures ensuring they are fit for purpose.
- Maintain and retain up to date records on estates and health and safety for all academies within the Trust.
- Provide support, advice and guidance to Headteachers, Business Managers and Premises Managers in Trust schools.
- Deputise for the Head of Estates and Health and Safety in their absence.
- Provide administrative support and assistance to the Head of Estates and Health and Safety as required.
- Support crisis management arrangements for the Trust, providing emergency support and assistance if required. Be available to support the team in need in an emergency.
- The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Head of Estates and Health and Safety or Chief Operating Officer (COO) to carry out appropriate duties within the context of the job, skills and grade.



Special Factors

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.
- There may be an occasional requirement to work beyond school hours particularly in supporting and attending school and Trust based events.
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
- To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



Person Specification

Qualifications and experience	Essential	Desirable
Good standard of general education including minimum 5 GCSEs including English and Maths (grades 4-9)	✓	
Practical experience of building and grounds maintenance	✓	
Practical experience of statutory buildings compliance	✓	
Experience of risk assessment and an understanding of scoring of risk.		✓
Relevant professional qualification in a related area such as building, engineering, facilities management, surveying etc		✓
IOSH (Institute of Occupational Safety and Health) certification		✓
Procurement experience		✓
Experience in project management from preliminary planning and design through final construction and delivery		✓
Experience of working in a public sector / educational setting		✓
Key Knowledge and Skills		
Good knowledge and understanding of Health and Safety.	✓	
Excellent ICT skills, with good knowledge of MS Office	✓	
Ability to interpret data and regulations, spot trends and make decisions based on their findings	✓	
Able to form good working relationships with all stakeholders	✓	
Positive and proactive approach and a strong work ethic	✓	
Organisational skills with the ability to multi-task and problem solve	✓	
Working knowledge of our current CAFM system – iAM Compliant		✓
Working knowledge of building compliance and regulations, ideally recent Construction, Design and Management (CDM) training		✓
Special Requirements		
Willing to travel to all trust schools.		
Flexibility to work outside usual work hours occasionally to get the job done and to deal with emergencies.		



The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This post is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 (as amended in 2013 and 2020). This means that both spent and unspent convictions and cautions may need to be disclosed. However, certain convictions and cautions are considered 'protected' under filtering rules and do not need to be disclosed. Guidance on what should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexuality or religion.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.



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We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

WHAT YOU CAN EXPECT FROM US:

- Eligibility to join excellent pension scheme
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits
- Access to a range of continuous professional development opportunities
- Trust wide charity events designed to encourage our people to participate in meaningful activities
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues
- Flexible working opportunities
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance
- Free car parking
- On site catering facilities, all of which provide healthy and nutritious meals at a low cost
- Gym membership. Many of our schools have on-site gyms, the use of which is available to employees at a discounted rate
- Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work
- Free tea and coffee.





The Blackdown Education Partnership was formed in 2023 from the merger of two founding trusts: The Castle Partnership Trust and Uffculme Academy Trust. This merger brought together 5 primary and 5 secondary schools in Devon and Somerset. Since that time we continue to grow and are currently a 12 school MAT of 6 primaries, 6 secondaries, 5 pre-schools and one sixth form.

We are also a strategic partner for SWiFT and run the mid-Devon ITT hub on their behalf where we recruit and train the teachers of the future.

We believe that education is transformative: it changes lives; and that schools are uniquely placed to engineer social change through powerfully addressing disadvantage in all its forms. The trust that is placed in us to nurture and support our pupils into flourishing and confident young people is one which we are committed to justifying.

We serve a diverse range of communities in Devon and Somerset and are dedicated to working in partnership with everyone invested in these communities to enrich our children's lives and empower them to carve out positive futures for themselves.

LEADERSHIP

Our Senior Leadership Team brings together both the Education and Business Functions of the Trust – we continually strive to deliver student and business related outcome in line with our strategic plan.

Working in partnership with our support functions we aim to harness the power of deep collaboration to ensure that through our collective endeavours all Headteachers are enabled to deliver on our mission.

WORKING IN PARTNERSHIP

We recognise the potential in collaboration, networking and sharing the of best practice to harness our collective energies for the benefit of our families and communities.

We run a number of Professional networks and School reviews which bring positive contributions to our staff and secures powerful professional learning for those taking part.





Our Strategy

INVEST

- Generate greater central capacity alongside organisational and financial resilience to support schools to grow and retain consistently high standards across the Trust
- Invest in excellent nursery and early years provision in every primary school
- Develop our capacity for outreach within our local communities to strengthen support for families and children
- Invest in infrastructure and the school estate to ensure that children are able to learn in positive and safe environments.

BUILD AND GROW

- Build a people strategy that delivers on our promise to be an employer of choice across the South West
- Expand our offer to include church schools in Devon and Somerset
- Ensure growth both brings capacity and supports underperforming schools.

DELIVER

- Deliver the best outcomes for disadvantaged and vulnerable pupils in the South West
- Be a beacon for academic excellence
- Secure highly effective governance at all levels.

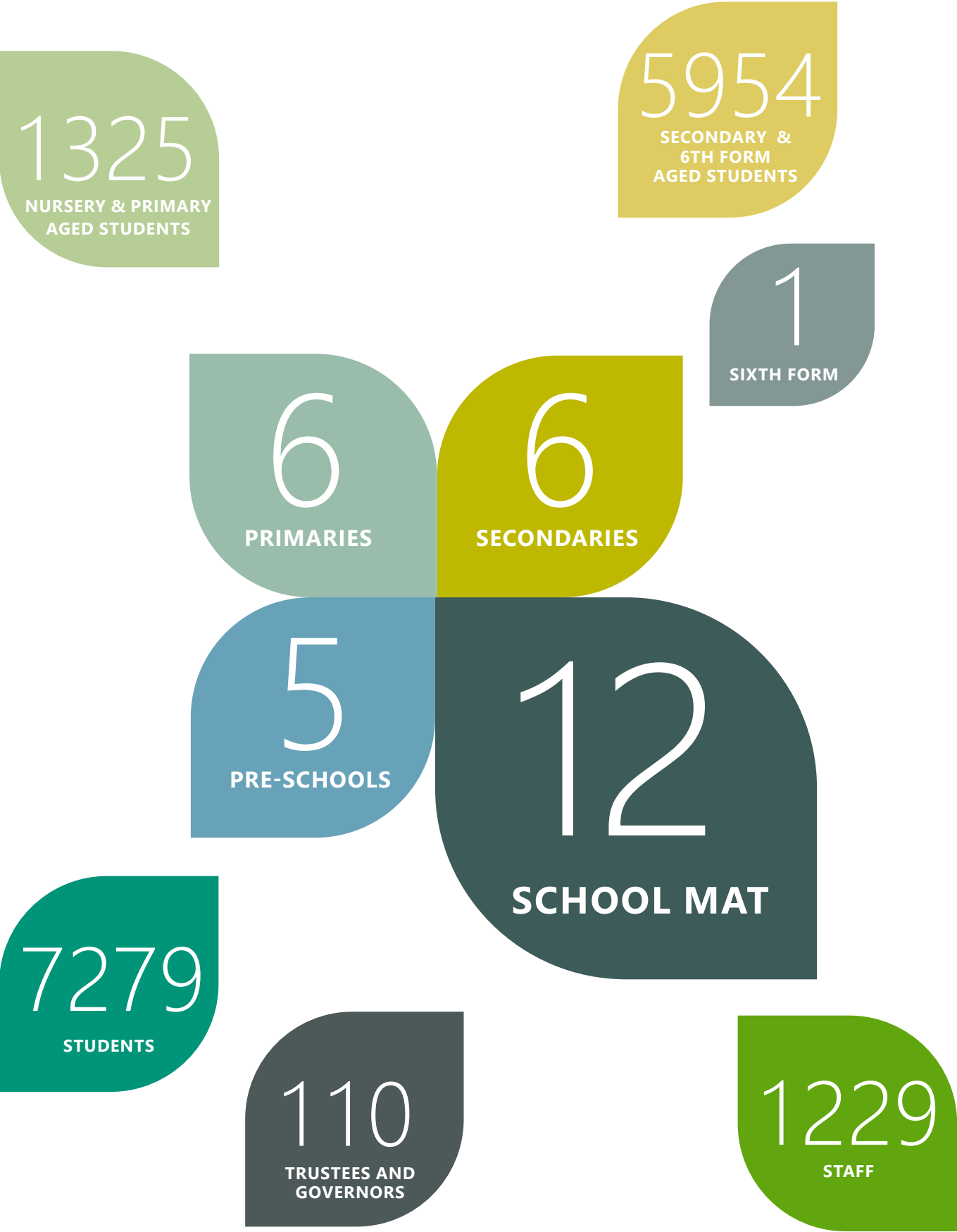
GOVERNANCE

Blackdown Education Partnership is governed by Members and Trustees. Members oversee the work of the Trust and are responsible for overarching decisions, and our Trustees are responsible for:

- determining the vision for the Trust and ensuring that its achievement underpins all strategic planning and decision making
- development, review and take ownership of the Trust's strategic and financial plan and monitor its implementation
- ensuring that all schools / academies within the Trust attain high standards and demonstrate at least good progress against national indicators
- ensuring the Trust maintains its vision and values and delivers the outcomes which it has defined for pupils and the Trust.



In numbers



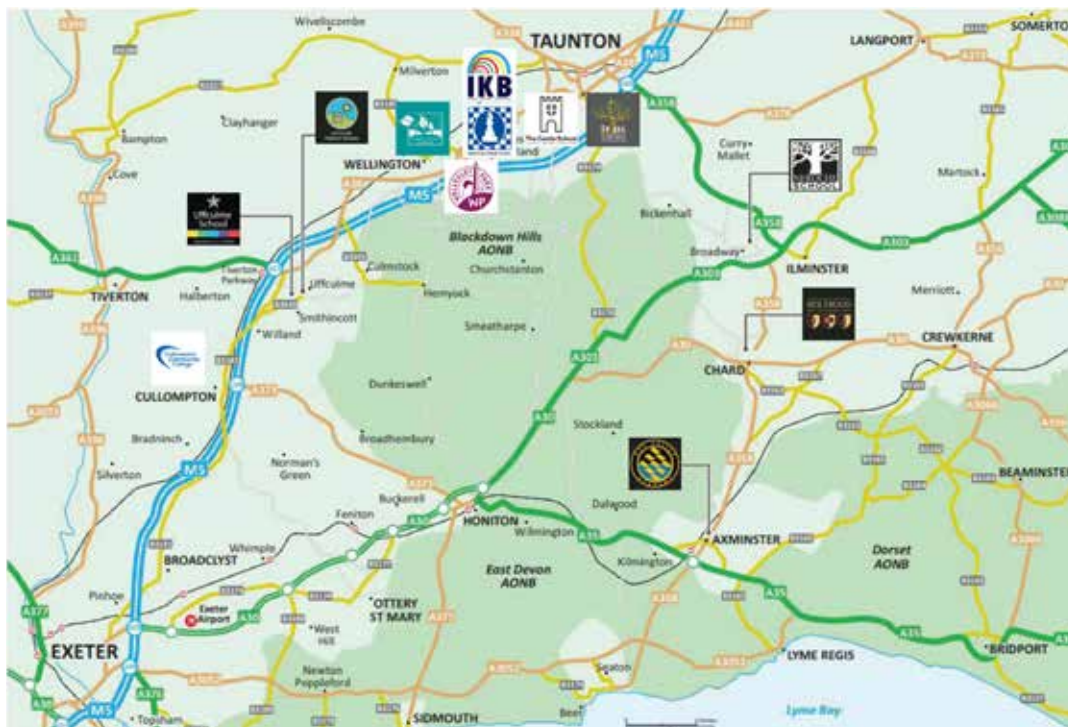
Our Schools



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.





www.bep.ac/bepmanifesto