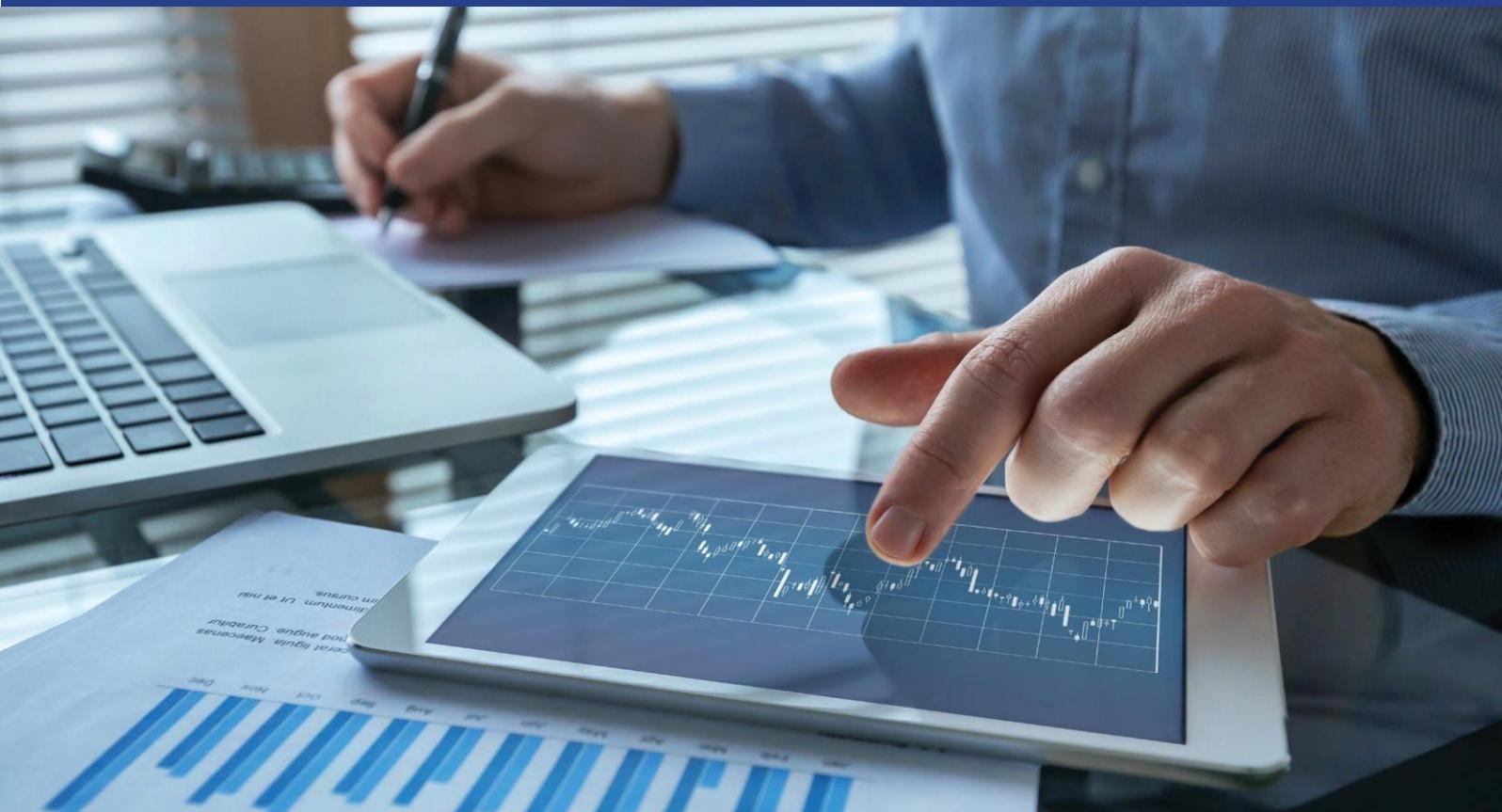




St Francis Catholic Multi Academy Trust

Recruitment Pack Estates & Compliance Manager



Contact us:

 01709 914070  admin@stfranciscmat.com  www.stfcmat.com



The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



Section 1: Post Advertisement

Post Title:	Estates & Compliance Manager
Grade/Salary	Band J, Points 32-35 (42,840 - £46,142)
Contract:	Permanent, full-time – 37 hours per week, 52 working weeks
Location:	St Francis CMAT Central Office with travel between schools
Responsible to:	Director of Operations
Purpose of the role:	To support the Director of Operations in providing an effective estate management and compliance service to the schools in the CMAT
Relevant Qualifications:	NEBOSH or working towards
Start date:	As soon as possible

Are you a motivated compliance expert looking for a high-impact role? This is an exciting time as we grow our central team, and we are offering a rare opportunity for a dedicated professional to join St Francis CMAT as our Estates & Compliance Manager. This is a pivotal position where you will work hand-in-hand with our school-based staff to ensure safety and excellence across the CMAT. By implementing GEMS, you'll help us not only meet statutory requirements but consistently exceed them. We believe that great education starts with safe, optimally run schools; in this role, your expertise will ensure our resources are maximized, providing our staff with the best possible environment to work and our pupils with the space they need to thrive.

The successful candidate will:

- Be self-motivated and have the ambition to develop as a leader with the support from the CMAT.
- Have good interpersonal skills that ensure organisational communication is effective and ensuring our schools feel fully supported.
- Work in liaison with the Director of Operations in providing an effective estate management and compliance service
- Line management where applicable
- Be able to work with Headteachers and Facilities Supervisors to ensure schools are safe, legal and compliant.

In return the successful candidate will:

- Be a member of the Trust Central Team and join a strong and dynamic team of professionals across our organisation.
- Be supported in the continued development of a career in compliance management.
- Have access to the CMAT comprehensive professional development programme.
- Have access to the local government pension scheme and terms and conditions aligned to the National Joint Council for Local Government Services and a fantastic variety of staff benefits including our vehicle salary sacrifice scheme.

The closing date is 9am on 6 March 2026 and interviews will take place the following week

How to Apply: to download an application pack, please visit our vacancies page at: <https://stfcmat.com/vacancies/>

Please send completed application forms to: recruitment@stfranciscmat.com

Please note: Only CES Application Forms will be considered, we are unable to accept CVs alone.





SPECIFIC DUTIES AND RESPONSIBILITIES

Key Aspects of the role:

- To be responsible for Health and Safety, prioritising the welfare of staff and children within the CMAT.
- To support the Director of Operations in providing an effective estate management in line with DfE Good Estates Management and compliance service to the schools within the CMAT.
- Ensuring schools are safe, legal, and compliant; all statutory tests and checks are complete; contractors operate to a high standard; and works/services are procured efficiently and effectively.
- Provide effective line management to the compliance team and school-based site staff where appropriate, fostering a culture of professional growth, high standards, and accountability.

Main responsibilities:

- Drive the recruitment strategy for School Site Leads, ensuring operational excellence throughout, and execute a robust onboarding, induction and continued professional development strategy.
- Ensure all statutory tests and checks are completed in a timely, accurate fashion and that accurate records are maintained across the CMAT.
- Carry out health and safety audits to identify risks, ensure compliance, and create a safe environment for staff and students.
- Regularly review legislative changes and ensure these are communicated and actioned across the CMAT.
- Ensure the CMAT remains compliant with relevant legislation, policies, and best practice.
- Support the Director of Operations with the planning and procurement of projects and service contracts.
- Support the Director of Operations in the delivery of the CMAT estate strategy, ensuring robust adherence to the DfE's Good Estate Management for Schools (GEMS) framework.
- Conduct regular contractor performance review meetings where appropriate.
- Support with the production of key health and safety and estates policies, processes, and procedures.
- Manage capital projects as directed and required.
- Ensure proactive management of our schools, sites, and grounds, ensuring they are maintained to a high standard.
- Lead key-holder management and site security, responding to emergency callouts as required.
- Manage the safe operation of the CMAT's vehicles, ensuring all relevant tests, checks, and mileage logs are completed accurately.
- Complete risk assessments as required, ensuring control measures are effective and followed.
- Feed into the broader CMAT strategy for estates and health and safety.
- Act as the CMAT's lead officer for all Health and Safety Executive (HSE) and Local Authority inspections, managing the process from initial contact through to the successful resolution of any recommendations or actions





- Produce and embed Estates Standard Operating Procedures (SOPs) for implementation in all schools

General:

- The postholder will be expected to comply with any reasonable request from their line manager, CFOO, or CEO to undertake work of a similar level.
- To be aware of, and comply with, CMAT and school policies relating to child protection, health, safety, and data protection.
- This job description will be kept under review and may be amended via consultation with the individual, CMAT HR and Governance Director, and Executive Team.

Person specification

Minimum Essential Requirements for Estates & Compliance Manager	Criteria
QUALIFICATIONS AND TRAINING	
GCSE English and Mathematics or demonstrable equivalent professional experience.	Essential
Further building management qualification or experience	Desirable
Full UK Driving Licence with access to a vehicle for regular travel between CMAT sites	Essential
National Examination Board in Occupational Safety and Health (NEBOSH) or willingness to work towards	Essential
EXPERIENCE	
Site management experience.	Essential
Health and Safety and Facilities Management experience	Essential
Experience in Education/NHS or public sector environment	Essential
KNOWLEDGE	
Knowledge of environmental, H&S regulatory, and legal frameworks.	Desirable
Knowledge of buildings and the built environment	Essential
PROFESSIONAL SKILLS	
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the CMAT’s desired outcome	Essential
The ability to manage change effectively	Essential
High level personal IT skills and the ability to use these effectively in a range of situations	Essential
Ability to work under pressure and to deadlines	
High expectation of self and others	Essential





QUALITIES AND ATTRIBUTES	
Confident, enthusiastic and motivated with a passion for education	Essential
Commitment to self-development and continual improvement	Essential
Strong relationship building skills with the ability to work as part of a team	Essential
Understanding CMAT roles and responsibilities and own position within these	Essential
Commitment to Diversity, Equality and Inclusion	Essential
Flexible and organised approach to work	Essential
High levels of resilience and emotional maturity	Essential
Inquisitive nature with sound problem solving skills, judgement and initiative	Essential
High level of integrity with an ability to self-evaluate and reflect	Essential
LINE MANAGEMENT	
This role will have line management responsibility for others.	Essential

