

| Job Description | |
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| Post: | Estates Compliance Officer (Estates and Health and Safety) |
| Pay Scale: | Grade 5 SCP 12 – 17. |
| Responsible to: | Head of Estates |
| Main Location: | Central Office Bury with travel around the Trust schools |
| Working Pattern: | Full-time |
| Main Duties | |
| <ul style="list-style-type: none"> • Provide general support and assistance to the Health and Safety Manager and Head of Estates. • Monitor and manage two helpdesks, answering queries and escalating issues to the relevant team. • Assist the Health and Safety Manager to monitor and coordinate Health and Safety activities (relevant to their experience and training). • Support the Health and Safety Manager in the completion of risk assessments for premises, people, equipment and substances. • Visit and work alongside Trust schools, offering support and guidance from a Health and Safety/Estates perspective • Quality assures accident forms and investigations, logging receipt on a database, seeking further information and escalating issues to the Health and Safety Manager and Head of Estates, as needed. • Liaise closely with the Technical/Facilities/Estates Management team to manage issues relating to facilities service provision, buildings maintenance, fire safety equipment, non-compliance including filing and documentation. • Completion of compliance audits • Provision of training to school staff on a range of Health and Safety topics • Completing Health and Safety Inspections and audits • Provide support at meetings, taking notes as required. • Assist the Head of Estates with the management of safety and property compliance throughout the Trust. • Support the Head of Estates ensuring statutory activities and planned preventative maintenance is completed in all schools, keeping records of this centrally. • Support the Head of Estates by ensuring resulting remedial actions are carried out in the required timeframe. Liaising contractors as required. • Ensuring records of remedial actions are collated, shared with schools and held centrally. | |
| Professional standards and development | |
| <ul style="list-style-type: none"> • Take responsibility for and participating in continuing professional development. • Be a role model to students through appropriate personal presentation and professional conduct. • Support all the School's policies and ethos. • Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network. | |

- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- A willingness to complete a NEBOSH National General certificate in Occupational Health and Safety as required
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

| Person Specification | | |
|---|--------------|-----------------|
| Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application | | |
| | E / D | Evidence |
| Qualifications | | |
| NEBOSH National General certificate in Occupational Health and Safety (or similar level 3 qualification) | Desirable | A/C |
| Membership of a professional body for example the Institute of Occupational Safety and Health (IOSH) or similar | Desirable | A/C |
| Knowledge & Experience | | |
| Ability to communicate clearly in English, both verbally and in writing. | Essential | A/I |
| Good administrative abilities including data recording and reporting, accurate and timely record keeping and maintaining a calendar of compliance activities. | Essential | A/I |
| Ability to work independently and as part of a team. | Essential | A/I |
| Ability to organise and prioritise workload and be self-motivated. | Desirable | A/I |
| Experience of working with contractors and procuring services. | Essential | A/I |
| Experience completing H&S accident investigations and report writing. | Desirable | A/I |
| Ability to complete and review risk assessments for activities, equipment, people or substances. | Desirable | A/I |
| Able to react to emerging situations or incidents. Offering support and guidance. | Desirable | A/I |
| Knowledge of H&S law and statutory compliance with the ability to apply this to an education environment. | Essential | A/I |
| Good organisational skills, including time management, an ability to prioritise tasks and attention to detail. | Desirable | A/I |
| Previous work within an Estates or Health and Safety Team / environment. | Desirable | A/I |
| Experience in the reporting of and investigating accidents. | Desirable | A/I |
| Current driving licence and own vehicle | Essential | A/I/C |

| Technical Skills & Ability | | |
|--|-----------|-------|
| Good IT Skills including experience using the MS Office packages - Word, Excel, Outlook and Teams | Essential | I |
| Experience completing H&S audits or Inspections. | Desirable | I |
| Accurate and methodical worker giving priority to detail. | Essential | I |
| Personal characteristics | | |
| Strong interpersonal skills and confidence in liaising with people on all levels. | Essential | I |
| Ability to deal with highly confidential and sensitive matters. | Essential | I |
| Flexible and dedicated approach to work | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to equality and diversity | Essential | A/I |
| Commitment to good attendance at work | Essential | A/I/R |
| Commitment to supporting the Catholic ethos of our Trust | Essential | A/I |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to continuing professional development | Essential | A/I/R |
| Equal Opportunities | | |
| To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. | Essential | A/I |

The directors/governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.