

Job Title	Estates Health & Safety and Compliance Officer	Base	Trust Head Office
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Salary	NJC SCP 12-18 (£27,711 To £30,559)	Contract	Full Time, All Year Round
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Reporting To:	Trust Estates Manager
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Overall Purpose of the Post

To provide essential administrative, operational, and compliance support for the Trust’s Estates team, with responsibility for managing a range of estates, facilities, and health & safety functions.

The Estates and Health & Safety Compliance Officer will play a key role in ensuring regulatory compliance, maintaining safety standards, and supporting operational efficiency across the Trust Estate.

The role involves independent decision-making, short-to-medium-term planning, and engagement with a number of stakeholders.

Key Responsibilities

- Provide essential administrative support to the Trust Estates function across key areas such as health & safety, compliance, and facilities management.
- Support the implementation of health & safety standards across the Trust, ensuring full adherence to the Health & Safety at Work Act, COSHH regulations, and the Trust’s Health & Safety Policy.
- Plan, Coordinate and monitor scheduled health and safety training programs for staff.
- Serve as a liaison between Site managers, Caretakers, and Central staff, facilitating effective communication across all sites.
- Independently address unexpected operational challenges, applying problem-solving skills and taking responsibility for resolving issues within required deadlines.
- Monitor contractor work, ensuring timely completion of maintenance projects within budget and according to safety standards and assist in looking for opportunities to secure improved value for money
- Monitor and evaluate the performance of external contractors, ensuring timely and safe completion of maintenance projects.
- Oversee the 'EVERY' compliance system, ensuring precise record-keeping for estates, facilities, and health & safety. Address any areas of non-compliance promptly, including entering data on remedial actions arising from planned maintenance documentation.
- Collaborate with the Trust Estates Manager, Senior Leaders, and Premises staff to assist in developing site maintenance plans, ensuring all sites are well-maintained and continually improved.

- Provide support during the procurement processes to ensure best value for money.
- Maintain accurate records of financial transactions related to estates operations, providing summaries as needed for Trust leadership.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to health, safety, security, and confidentiality.
- Ensure adherence to equal opportunities, supporting diversity and inclusion within the Trust.
- Contribute to the overall aims and ethos of the Trust, supporting collaborative efforts with staff and other professionals.
- Attend and participate in meetings as required, ensuring effective communication and support.
- Participate in relevant training and development opportunities as required.
- Undertake other duties commensurate with the grade of the post, as directed by the Trust Estates Manager.

CHARACTERISTICS OF THE POST

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of all our pupils.

The employment checks below are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Enhanced DBS Disclosure


The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

RESPONSIBILITY OF RESOURCES

Employees (Supervision):

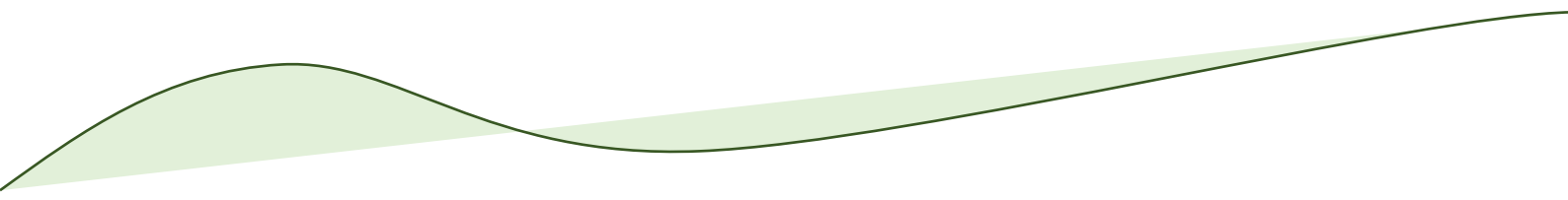
None

Financial:



None
Physical: None
Customers and Clients: Internal Senior Leaders, Central staff., Headteachers, School Business Managers, support staff at school level who are involved with administration, finance, HR and recruitment. External Payroll Provider, Trade Unions, Local Authority representatives, IT provider

WORKING CONDITIONS
Mainly office based although time in schools will be required



PERSON SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Qualifications/Training		
Educated to GCSE level in Maths and English	Y	
A recognised qualification or equivalent experience in one of the following areas: Asset and Building Management, Facilities Management, or Health and Safety.		Y
Evidence of continuous professional development and training	Y	
Knowledge		
Ability to communicate and engage with people both verbal and in written in a clear and concise way to senior staff within the schools and central team.	Y	
Proficient in the use of Microsoft Office/Word/Excel/Access/PowerPoint	Y	
Ability to build effective working relationships with colleagues at all levels	Y	
Excellent organisational skills and time management including ability to multi task and manage a number of conflicting priorities	Y	
The ability to co-ordinate and manage projects and events		Y
Able to plan and prioritise own workload and recognises when to take responsibility and when guidance is needed.	Y	
Experience		
Experience in a Health & Safety or Facilities Management role		Y
Experience of working within a school environment		Y
Experience of working with the 'Every' compliance system or other facilities management software		Y
Experience of customer service and liaising with a variety of people and organisations		Y
Personal Skills		
A strong commitment to the Trust values and ethos	Y	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	Y	
Excellent organisational skills and time management including ability to multitask and manage conflicting priorities	Y	
A flexible approach and a strong work ethic	Y	
Operate with the highest standards of personal/professional conduct and integrity	Y	
Able to undertake any travel in connection with the post	Y	

Date completed: November 2024