 **School Compliance Manager (Premises)** 

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| **Area:** | The Harbour School – Portsmouth sites & The Wymering School |
| **Hours:** | Full time, 37 hours, 52 weeks (part time considered – minimum of 30 hours) |
| **Salary Grade:** | Salary range Grade G £31,067 - £35,235 per annum |
| **Location:** | Travel between sites is required. The postholder must possess a full driving licence and have use of vehicle for business purposes and appropriate insurance. |
| **Responsible to:** | Delta Trust – Operations & Compliance Lead |
| **Responsible for:** | The School Premises Compliance Manager is responsible for ensuring that the school premises comply with all relevant legal, safety, and operational regulations. We are a multi-site organisation. The role involves overseeing the safety of the school’s buildings, facilities, and grounds, ensuring they are in line with health and safety regulations, environmental standards, and educational requirements. |
| **Contract Type:** | Permanent |

**Key Responsibilities:**

1. **Health and Safety Compliance:**
	* Ensure that the school complies with all health and safety regulations, including fire safety, first aid, and general workplace safety.
	* Regularly assess risks across the premises and implement measures to mitigate hazards.
	* Conduct regular safety audits and ensure that safety procedures are followed by staff and contractors.
	* Maintain an up-to-date health and safety log, including fire drills and safety equipment checks.
2. **Building and Facilities Maintenance:**
	* Record the routine maintenance of the school buildings and facilities, including electrical, plumbing, heating, and ventilation systems.
	* Ensure that all maintenance is carried out in compliance with safety standards and regulations.
	* Monitor the condition of school grounds, playgrounds, and sports facilities and ensure that repairs and upgrades are carried out in a timely manner.
3. **Regulatory Compliance:**
	* Ensure that the school meets the required standards set out by local authorities, Ofsted, and the Department for Education (DfE).
	* Monitor and maintain compliance with the **Education (School Premises) Regulations**, the **Health and Safety at Work Act**, and **Disability Discrimination Act (DDA)** guidelines.
	* Keep up-to-date with changes in relevant legislation and best practices, and implement necessary changes to school policies and procedures.
4. **Security and Access Control:**
	* Oversee security measures on the premises, including CCTV systems, alarm systems, and access control protocols.
	* Manage the process for controlling site access, ensuring that only authorised individuals are allowed entry.
	* Implement and monitor security systems to safeguard the students, staff, and school property.
5. **Sustainability and Environmental Management:**
	* Ensure that the school follows environmental guidelines, including recycling programs and energy-efficient practices.
	* Monitor the school's carbon footprint and propose measures for environmental improvement.
6. **Vendor Management:**
	* Overview of contracts for cleaning, grounds maintenance, waste disposal, and other services to ensure compliance with school policies.
7. **Record Keeping and Reporting:**
	* Maintain detailed records of inspections, maintenance, compliance audits, and other activities.
	* Prepare reports for the Senior Leadership Team (SLT) or Trust on premises management, safety, and compliance matters.
	* Provide accurate documentation for external inspections or audits.
8. **Emergency Preparedness:**
	* Develop, implement, and regularly review emergency procedures, including evacuation plans, fire drills, and emergency response protocols.
	* Ensure that the school is prepared for emergencies, including natural disasters, security threats, or medical incidents.
9. **Budgeting and Cost Control:**
	* Oversight of the allocation of funds for compliance-related tasks, ensuring that the school adheres to budget constraints.
10. **Training and Staff Awareness:**
	* Provide training to school staff regarding health and safety procedures, emergency protocols, and premises-related policies.
	* Raise awareness about safety and compliance among staff, students, and visitors.
11. **General Duties and Responsibilities**
	* This job description is illustrative and may be amended in discussion between the post holder and the CFO and the headteacher.
	* Whilst every effort has been made to explain the main duties of the post, each individual task undertaken may not be identified.
	* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
	* Supporting other schools within the Trust on occasions may be required as necessary.
	* Comply with, and assist with the development of, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
	* Be aware of and support difference and ensure equal opportunities for all.
	* Contribute to the overall ethos/work/aims of the school.
	* Establish constructive relationships and communicate with other agencies/professionals.
	* Attend and participate in regular meetings.
	* Participate in training and other learning activities and performance as required.
	* Recognise own strengths and areas of expertise and use these to advise and support others.

**Person Specification:**

**Essential Qualifications and Experience:**

* A background in facilities management, health and safety, or a related field.
* Experience in managing compliance with health and safety legislation.
* Knowledge of **Education (School Premises) Regulations** and other relevant legislation.
* Experience with risk management, and security systems.
* Strong organisational and project management skills.
* Excellent communication skills, with the ability to liaise with a range of stakeholders.
* Ability to manage multiple tasks and prioritise effectively.

**Desirable Qualifications:**

* NEBOSH (National Examination Board in Occupational Safety and Health) qualification or equivalent.
* IOSH (Institution of Occupational Safety and Health) certification.
* A qualification in facilities management or a related area.
* First Aid and Fire Warden qualifications.

**Skills and Attributes:**

* Strong attention to detail and ability to identify compliance issues.
* Good problem-solving skills and the ability to act quickly in emergencies.
* Ability to work independently and as part of a team.
* Proficient in the use of IT systems for reporting and record-keeping.
* A proactive approach to maintaining a safe and compliant learning environment.

**Working Conditions:**

* Full-time position (part time may be considered)
* Working hours are typically Monday to Friday
* The role may involve physical tasks, such as inspections and facilities management.

**Benefits**

* Professional development opportunities.
* A supportive and collaborative working environment.
* Access to employee assistance programs and well-being support.
* Bike to Work Scheme.

This role is crucial for maintaining the integrity and compliance of the school’s operations, ensuring a safe and legally compliant environment for students and staff. If you have a passion for promoting best practices and ensuring regulatory standards are met, we encourage you to apply.