

Job description	
Post title:	Trust Director (North/South) of Health & Safety Compliance, Maintenance and Cleaning
Base:	Trust Central Office
Region of Responsibility	North Yorkshire & East Yorkshire (travel required)
Salary:	SCP 40
Line management:	Chief Operating Officer and Chief Executive Officer
Hours of Work	37 hours per week, term time plus 15 days
Your mission	
Health Safety and Compliance.	<p><i>Heath, Safety and Compliance: To ensure Health and Safety compliance on all school and Trust premises, so children and colleagues remain staff, and the Trust meets all its statutory requirements.</i></p> <ul style="list-style-type: none"> • To have oversight of Safeguarding policy and practice, ensuring the site, access points and use of facilities complies fully with Keeping Children Safe in Education. • To assist in formulating, monitoring and implementing the Trust's Health & Safety policy Trust wide, to comply with the requirements of the Health & Safety at Work Act and other legislation. • Maintain portfolios of up-to-date training of colleagues, risk assessments, safe working procedures, and COSHH assessments and communicate to colleagues as appropriate • To identify and develop/source appropriate training for staff on matters relating to Health and Safety and compliance • Ensure coordination and compliance across all sites with relevant risk assessments and legislation, ensuring that schools are safe for the pupils, sixth Form Students and colleagues. • Use risk assessments tools where appropriate to establish hazards within schools and the associated risks involved. Look to mitigate and manage in line with risk assessment and management process • To carry out Health, Safety and Environmental audits and make appropriate recommendations, that are then recorded electronically upon Every and ensure they are acted upon and completed. • Oversee the process and procedure for internal and external events/activities and trips as the Educational Visits Co-Ordinator, working with Headteachers and the Chief Operating Officer.
School Improvement Register (SIR)	<p><i>The SIR will identify the needs of each school, and you will work with your team to respond promptly on a termly basis, to act upon the priorities and to bring about rapid improvement.</i></p> <ul style="list-style-type: none"> • To respond immediately and to work with the Chief Operating Officer and Headteacher to plan and deliver within the school term, rapid improvements as identified by the register. • To deliver the works within the term, ensuring finance, resource and expertise are available in advance to manage the needs of many schools and to deploy capacity immediately. • To demonstrate the priority has been addressed within the set timescale.

Redecoration and refurbishment	<p><i>To plan and project manage the redecoration and replacement of internal fittings including carpets, external access, play areas, landscaping and appearance of the school sites, as part of a five-year rolling program across all the schools and Trust premises. To provide stimulating spaces that enhance the usage and appearance of the school.</i></p> <ul style="list-style-type: none"> • Establish the priorities for maintenance of school/Trust sites (internally and externally), prioritise, sequence and schedule these over a five-year program for each school to produce a clear, deliverable and fully costed proposal. • Deliver the five-year program for each school, so all schools can see tangible improvements through both maintenance and refurbishment of their sites.
Maintenance	<p><i>To plan and project manage a maintenance program across all the school sites to address deterioration in the fabric of the building both externally and internally.</i></p> <ul style="list-style-type: none"> • Oversee and manage the maintenance of all school/Trust sites and buildings through preparation of maintenance schedules and regular audits, ensuring the efficient operations of all facilities on the properties • Line manage and coordinate the work of site staff across the Trust by establishing a centralised team of caretaking, maintenance and cleaning staff. • Manage the security of the school sites, ensuring that all sites meet all safeguarding and health and safety legislation.
Cleaning	<p><i>Provide a clean environment for our children to learn and colleagues to teach. One that promotes respect and shows care, while ensuring our community can remain fit and healthy.</i></p> <ul style="list-style-type: none"> • Create clean, modern and refurbished learning environments for our children and colleagues. • To establish standards of cleanliness by communicating clear expectations for each school, classroom and each facility, with defined tasks linked to specific times. • To ensure the standards are communicated clearly and colleagues are trained in the use of the necessary chemicals, appropriate techniques. • To ensure colleagues understand the duties to be performed in each space daily and how long each task should take as part of an overall cleaning schedule. • To undertake regular supervision of the cleaning across all schools and Trust sites as part of a clearly defined calendar of no notice inspections.
Procurement	<p><i>Procurement ensure longer term planning, saves money and avoid reactive spending that often leads to increased costs and inefficiency. A framework also ensures the Trust can achieve best value with trusted and tested suppliers, many who are supported by a Local Authority or the Department for Education.</i></p> <ul style="list-style-type: none"> • To lead in the procurement and purchase of replacement facilities, equipment and classroom resources. Working with schools to plan and ensure resources are ordered as part of annual plan rather than ad-hoc from online retailers. • To clearly identify the sequence, purchasing and fund the cost of buying replacement resources to be used in classrooms for children and colleagues. • To clearly identify the sequence, purchasing and fund the cost of buying replacement equipment for practical subjects for children and colleagues. • To clearly identify the sequence, purchasing and fund the cost of buying replacement facilities (inside and outside) for children and colleagues.

Leadership and Management	<p><i>To establish a centralised Trust site team and to be responsible for oversight of the management of the Site Team (maintenance, health and safety, cleaning staff).</i></p> <ul style="list-style-type: none"> • To play an active role as part of the Central Team in supporting all schools, building strong working relationships with key stakeholders • To contribute to the priorities and actions within the Trust Improvement Plan, working collectively as a Central Team to deliver. • To assist in the actioning of the School Improvement Register for all schools • To establish a Trust team (not linked to a specific school) that can provide maintenance and cleaning. • To redefine all Trust school-based roles to move from general caretaking to maintenance. • To oversee the line management of site, health & safety and cleaning staff • To assist in the management the appraisal process for all staff within teams, delegating to supervisors where appropriate. • Lead in the induction and training of staff within the team.
Technology	<ul style="list-style-type: none"> • Maintain and update a daily electronic calendar/diary using Outlook that is accessible to all in the organisation, ensuring those you line manage do the same. • Maintain electronic notes of conversations and meetings, plus actions, using shared Trust platforms. • Manage, maintain and update an electronic project management system to identify your current workload and tasks, plus those of the colleagues you line manage. • Undertake training in all Trust platforms and software, so you can access, manage and oversee data, plus identify actions.
Additional	<p><i>To undertake all additional duties and responsibilities as requested by the Chief Operating Officer or Chief Executive Officer to maintain the operation of the Trust, especially during periods of reduced capacity or emergency.</i></p>

Person Specification			
Criteria	Essential	Desirable	Evidence
Qualifications			
Health and Safety Qualification, e.g. NEBOSH, IOSH Managing Safely	X		A/C
Project Management Qualification		X	A/C
Experience			
Minimum of 3 years' experience in a similar role	X		A/R/I
Proven experience of creating and maintain Health and Safety practices	X		A/I/R
Proven experience of reviewing method statements, risk assessments and safe methods of working	X		A/I/R
Recent and relevant experience of working in and education or comparable environment		X	A/R/I

Demonstratable project management experience	X		A/R/I
Experience of successful staff management	X		A/R/I
Knowledge and Understanding			
Full understanding of the Health and Safety procedures and practice as it applies to the working undertaken in facilities management or estates roles and workplace	X		A/R/I
Understanding of the education sector and issues that may impact on area of work		X	A/R/I
Understanding of the roles of WLP, Board of Trustees and Local Governing Body		X	A/R/I
Personal Skills & Attributes			
Ability to remain resilient, positive, enthusiastic and good humoured when working under pressure	X		A/R/I
Ability to multitask and prioritise workload, and agree priorities of the teams	X		A/R/I
Excellent oral and written communication skills, supported by strong interpersonal relationship building and IT skills	X		A/R/I
An eye for detail and a commitment to high standards	X		A/R/I
Ability to make clear and confident decisions, based on knowledge, skills and previous experience in facilities management/estates environment.	X		A/R/I
Ability to build strong teams and effective working relationships	X		A/R/I
The ability to motivate and lead others in the delivery of an excellent service	x		A/R/I
Driving licence and access to own vehicle to travel between schools	A		A/C
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.