



Extend Learning
Academies Network



Trust Estates Compliance Officer



We embrace individuality. We do the right thing. We work together.

Thank you for your interest in applying to Extend Learning Academies Network (ELAN). We are a forward-thinking, innovative trust in North Somerset who look to do things differently.

In our eight primary schools, we aim to provide an extraordinary education for 3,000 children and experiences beyond the classroom for both children and staff. Our school buildings and surroundings are a hugely important part of this provision. You will support the aims and ethos of the trust, setting a good example, upholding and supporting the trusts policies and procedures, especially around the safeguarding of young people.

Our facilities are excellent and diverse. Across the trust we have a Grade II listed building as well as carefully designed modern structures and outdoor learning spaces that require a dedicated estates professional to oversee the health and safety and compliance of the school sites.

We are looking for a capable individual who “will do the right thing”, is team orientated, adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The trust is constantly evolving and you should expect to learn new skills and adapt to new structures as required to meet these changing needs.

I look forward to receiving your application,

Adam Matthews

Chief Executive Officer



Note

The job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the trust in relation to your professional responsibilities and duties.

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Trust Estates Compliance Officer – Extend Learning Academies Network (ELAN)

Salary: **E6: £25,480 - £27,741 plus extensive pension and benefits package**

Permanent, 37 hours per week, all year round

Based at our main office in Locking, North Somerset, but independent travel to local schools will be required.

ELAN is an academy trust that looks to do things differently and works together to do the right thing.

You will assist the Trust Estates Manager with the management of ELAN's property asset portfolio and provide quality education facilities and learning environments that are fit for purpose. This is a newly created opportunity and is an exciting time to be joining the team.

You will bring your practical experience of building and grounds maintenance and compliance and be responsible for ensuring our schools conform to outside regulatory requirements and internal policies.

Application process

Candidates should read the application pack and complete the application form available on the vacancies section of the website www.extendlearning.org/vacancies

Any queries regarding the application process and/or the completed application form should be directed to the HR team at HR@extendlearning.org. The form must be completed in full, please note we do not accept CV applications. Early applications are encouraged and will be considered before the deadline.

Closing date: **9am Monday 13 December 2021.**

If you wish to discuss anything prior to application please telephone Lynn Winter on 01934 313392.

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, qualifications and career history. We also reserve the right to contact any previous employers for a reference.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff have a responsibility for promoting and safeguarding the welfare of the children in our care and are required to adhere to and ensure compliance with the trust's Safeguarding Policy at all times.



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What ELAN can offer you:

Salary E6: £25,480 - £27,741

As well as offering you a competitive salary we offer:

- access to the Avon pension scheme
- [a comprehensive wellbeing package](#)
- free onsite parking and a generous holiday entitlement
- you will be working with a small team of talented, engaged and motivated people.

You will be based full time at our main office in Locking, North Somerset but a clean driving licence is required and access to a vehicle, as you would be expected to travel between schools. This is an all year round post requiring flexibility in working hours to meet business need.

Our common values of embracing individuality, working together and doing the right thing run through everything that we do.

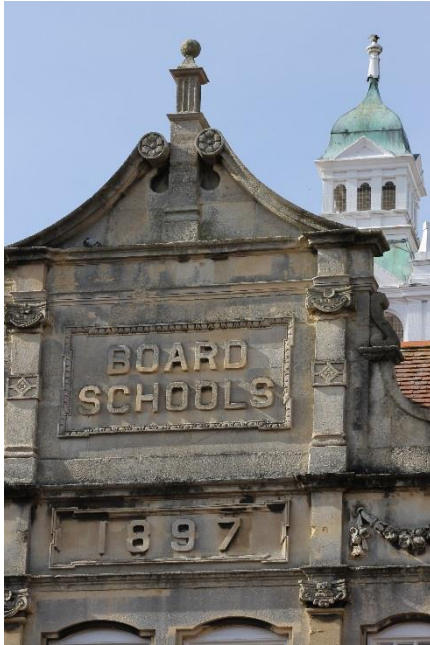
Central Team

An extraordinary education is not always achieved through radical change but by everyone continually engaging in the pursuit of the small things that together will make the biggest difference.

We work alongside children and staff in schools. Aiming never to lose sight of our ambition to provide an extraordinary educational journey, we support schools to identify what needs to improve and provide guidance in how the improvements can be made. It is our goal for all schools to deliver an extraordinary education and we recognise that sometimes the improvement journey can be tough and sometimes it can be more straightforward. Because of this, we tailor our support according to need.



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Trust Estates Compliance Officer

Job Dimensions

Salary	E6: £25,480 - £27,741 plus extensive pension and benefits package
Hours/Weeks per year	37 hours per week, all year round.
Reporting to	Trust Estates Manager
Functional Relationships	Central services team, headteachers, senior leadership teams, site team staff, external agencies and contractors, Department for Education (DfE), local authority.

Purpose of Role

Under the leadership of the Trust Estates Manager, the primary purpose of this role is to ensure ELAN schools conform to outside regulatory requirements and internal policies

We are seeking an individual with extensive knowledge and experience in statutory building maintenance and a desire to improve the internal and external environment.

You will bring experience, knowledge, and expertise in supporting the development and improvement in how ELAN manages its statutory and planned building maintenance. Optimising compliance with statutory requirements for technical risks. This will include the development and maintenance of action plans, policies, safe systems of works, method statements, construction safety documents and compliance recording systems.

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The Role

Under the leadership of the Trust Estates Manager

- Support headteachers, senior leaders and site staff within ELAN to meet statutory compliance and ensure current regulations are followed, and any deviations are addressed.
- Support, implement and manage a planned maintenance program covering statutory and non-statutory requirements.
- Work in progress and retrospective checks are conducted to maintain safety and improve the quality of our service delivery.
- Assist the school site teams in updating the compliance database, ensuring on-line training is completed, contractor control, logbook updating etc.
- Legionella documentation
- Assist the management of COSHH and other estates logbooks.
- Fire safety
- Assist the development and monitoring of Estates related risk assessments

Our Trust Values

To uphold and promote the Extend Learning Academies Network values and specific values of individual schools

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Key Responsibilities include:

- assisting the Trust Estates Manager with the management of ELAN's property asset portfolio and provide quality education facilities and learning environments that are fit for purpose.
- supporting Headteachers and site staff with the effective implementation of planned maintenance and statutory compliance programmes.
- assisting the Trust Estates Manager by providing schools with advice on health and safety matters relating to the premises and ensuring compliance under health and safety law.
- providing the trust with best practice in estate management and financial efficiencies in site maintenance and goods. Supporting the Trust Estates Manager with up to date life cycle information and knowledge.
- conducting compliance audits as necessary to support continuous improvement.
- supporting the implementation and embedding of the compliance system, currently this is IAM Compliant.
- advise schools on appointment of contractors
- advise on costs of premises maintenance and servicing where site staff do not have the experience to do so
- train and mentor new site staff to operate premises to the expected ELAN standards including health and safety checks and records; and support new schools joining ELAN similarly
- support the Trust Estates Manager on the specification for contracts to provide equipment and site maintenance and repairs
- monitor such contracts for performance and feedback to the Trust Estates Manager on quality of services provided
- oversee minor capital projects
- offer advice and assist with reactive repairs
- complete (or assist existing site staff) with monthly and six-monthly inspections and record the results which may include:

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- emergency lighting flick tests
- legionella temperature control monitoring
- fire safety checks – fire doors, extinguishers, exit routes etc.
- energy monitoring and meter reading
- general building fabric condition monitoring
- Assist the Trust Estates Manager to work with the ELAN schools to develop quality training in all areas of compliance, and health and safety.
- Develop compliance reporting mechanisms to ensure appropriate monitoring and escalation through the Estates Manager, trust central leads, school governing bodies and trust board.

Further responsibilities

- Contribute to the ethos and aims of the Trust
- To be aware of and understand the trust's Equal Opportunities, Race Equality, Whistle blowing, ICT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with trust policies
- To read and have a thorough understanding of the staff handbook and School Business Ethics Policy
- To ensure compliance with all Health and Safety legislation, risk assessments, risk management and associated codes of practice and school policies
- Ensure compliance with the Control of Asbestos Regulations 2012, across all trust sites and buildings, including annual reporting and maintenance of records
- To work with the Headteachers and central team leaders to ensure efficient, professional and economic site management of the individual schools and have processes in place to deliver cost effective procurement for the trust in relation to buildings upkeep, repairs, maintenance and redevelopment projects
- To review and develop working practice by developing and maintaining effectiveness as a member of the trust staff through taking responsibility for own continuing professional development
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the trust
- To undertake any duty or responsibility that the CEO, and Head of Operations asks relevant to the trusts needs as required and are commensurate with the grade

Working Relationships and Contacts

- To develop and maintain working relationships with other professionals
- To liaise with staff, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries
- Key relationships:

Trust Estates Manager	Central team leads	School site teams
Headteachers of Academies	Department of Education	Safeguarding lead
Local Authorities	Health and Safety Executive	External H&S
consultants External Surveyors and contractors		

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

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Further Information

****This post will be required to travel to other school sites**

**** Out of hour's responsibility: in the event of an emergency or serious incident the post holder will be a point of contact and may be required to attend.**

Probation This post is subject to a **6 month** probation period.

Scale Point: All staff start at the first scale point within their salary grade. Annual increments maybe paid until the top of scale is reached, dependent upon individual performance.

Pension As an equitable employer we align with the Local Government Pension Scheme, and as such, the post holder will be automatically enrolled in the Avon Pension Scheme. The Trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Trust Estates Compliance Officer

Qualifications and experience

Essential	Desirable	Measured by
Good level of education With a minimum 3 or more qualifications at GCSE Grade C or above, including Maths and English, (or equivalent)	professional qualification in a related area such as building, engineering, facilities management, surveying etc.	Application form
	IOSH (Institution of Occupational Safety and Health) certification	Application form
Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data, and transfer this into workable plans before communicating as necessary		Application form / interview
Extensive knowledge and experience of asbestos management and associated risks presented in relation to proposed or planned repairs, maintenance and structural changes where this may be a consideration.	Recent Asbestos Awareness course attended	Application form / interview
A working knowledge of the Construction Design and Management Regulations (CDM 2015)	Recent CDM training	Application form / interview
Practical experience of statutory buildings compliance.	School experience in this area	Application form / interview
Practical experience of building and grounds maintenance	School experience in this area	Application form / interview
Experience of risk assessment and able to take into consideration all the factors for scoring risk to inform business decisions	Experience of EEC Live Risk Assessment	Application form / interview
Ability to interpret data and regulations, spot trends and make decisions based on their findings		Application form / interview

Knowledge and skills

Essential	Desirable	Measured by
organisational skills with the ability to multi-task and problem-solve		Application form / interview
the ability to communicate at all levels in the organisation and effectively pass on the relevant information		Application form / interview
have effective problem-solving skills and a blending of creative and analytical thinking		Application form / interview

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Leadership skills, including the ability to motivate others		Application form / interview
Experience of multi-site management	School experience in this area	Application form / interview
Ability to work flexibly		Application form / interview
Work as part of a team in order to deliver a service to others		Application form / interview

Personal Qualities

Essential	Desirable	Measured by
Proven organisational skills with the ability to multi-task and problem-solve		Application form / interview
Ability to work under pressure and to meet deadlines		Application form / interview
A strong sense of integrity required for the process of regulation management.		Application form / interview
Enthusiasm to keep themselves updated with news from regulators and other international and regional bodies		Application form / interview
Self-motivated and a good time manager		Application form / interview
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people		Application form / interview
Good communication and interpersonal skills		Application form / interview
Enthusiastic and positive, with a 'can-do' attitude		Application form / interview

Living and working here

Housing

Housing options in North Somerset range from idyllic detached mansions in Abbots Leigh to terraced Victorian and Edwardian town houses in Weston-super-Mare and Clevedon, with smart new waterside apartments in Portishead. North Somerset has a diverse range of vibrant market and coastal towns offering something for everyone.



Coast and Countryside

North Somerset has over 24 miles of attractive coastline and charming countryside including parts of the Mendip Hills Area of Outstanding Natural Beauty, the Forest of Avon and the Somerset Levels and Moors. There are plenty of opportunities for experiencing outdoor activities including sailing, kite surfing, climbing, pot-holing, off road cycling and mountain biking, golf, fishing, swimming and lots of scenic walking routes.

There are four main towns in North Somerset: Clevedon, Nailsea, Portishead and Weston-super-Mare. There are six main villages: Backwell, Congresbury, Long Ashton, Winscombe, Wrington and Yatton.

Arts and Culture

The Arts Council for England (ACE) has designated Weston-super-Mare as a priority area in its 2018 – 2020 Corporate Plan. Darren Henley ACE's Chief Executive visited Weston in May 2018 and said "There is a vibrant creative community here and a council with huge ambitions to redefine the English seaside town. Weston is a beacon other seaside towns can learn from." Historic England has also awarded Weston Heritage Action Zone status with £600,000 support.

There's a huge variety of events throughout the year, from fun runs, half marathons and motorcycle beach races to music, arts and food festivals and agricultural shows. The thriving local art and crafts community is showcased in the bi-annual North Somerset Arts week where over 300 artists open their homes and studios. North Somerset is a great base to explore the rest of the West of England.



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