



Job Description

Assistant Head of Operations and Compliance (Estates, Projects and Health and Safety lead)

Post Title:	Assistant Head of Operations and Compliance (Estates, Projects and Health and Safety lead)
Base:	Trust Central Team but travel to all Trust schools
Salary:	SCP 31 - £35,336
Line Management:	Head of Operations & Compliance
Contract	Full time (37 hours per week), permanent, full year contract
Core Purpose:	
<ul style="list-style-type: none">• To support the Head of Operations and Compliance in the management of operations and health and safety across the Trust schools/sites• Provide a safe, efficient and effective learning and working environments for pupils, students and staff across the Trust• To assist in the management of all new builds and refurbishment projects across the Trust• To be responsible for the implementation of health and safety systems to ensure compliance across the Trust• Responsible for oversight of the management of the Site Team (caretaking, health and safety, cleaning staff)• Support in the development of new systems to ensure the Trust is compliant in all areas	

Duties & Responsibilities:
Estate Management
<ul style="list-style-type: none">• Work with the Head of Operations and Compliance to establish the priorities for development and maintenance of school/trust sites• Oversee and manage the maintenance of all school/trust sites & buildings through preparation of maintenance schedules and regular audits, ensuring the efficient operations of all facilities on the properties• To assist in the line management and coordinate the work of site staff across the Trust• Work to develop and implement strategies to provide collaborative support to all trust schools and maximise the benefits of working as part of a family of schools

<ul style="list-style-type: none"> • To assist in the management of capital/building projects ensuring the best value is achieved and the highest standard of work • Develop trusts schools/sites to be more energy efficient, to improve the environmental footprint • Manage the security of the school sites, ensuring that all sites meet all safeguarding and health and safety legislation
Project Management
<ul style="list-style-type: none"> • To oversee refurbishment projects of all Trust schools • To liaise and work with site teams and contractors to oversee work on site • To develop, implement and monitor a program of works across all schools
Compliance and Health and Safety
<ul style="list-style-type: none"> • To have oversight of Safeguarding policy and practice. • Maintain portfolios of up-to-date risk assessments, safe working procedures, and COSHH assessments and communicate to staff as appropriate • 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. • Ensure coordination and compliance across all sites with relevant risk assessments and legislation, ensuring that schools are safe for the pupils, students and staff. • 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 • Oversee the process and procedure for internal and external events/activities and trips as the Educational Visits Co-Ordinator, working with executive team and headteachers • To carry out Health, Safety and Environmental audits and make appropriate recommendations • To identify and develop/source appropriate training for staff on matters relating to Health and Safety and compliance • To ensure an accurate system for recording health and safety data across the trust • Work with Head of Operations and Compliance and the Head of Personnel & Staff Wellbeing on areas of Health & Safety and compliance that directly impact on staff, including stress management, DSE assessments etc.
Leadership and Management
<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 reporting and monitoring of KPIs for all schools • Ensure a clear process for cyclical maintenance and compliance, with regular monitoring and audits • 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 • Support in the induction and training of staff within the team

PERSON SPECIFICATION – ASSISTANT HEAD OF OPERATIONS AND COMPLIANCE (ESTATES, PROJECTS AND HEALTH & SAFETY LEAD)			
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.