



Job Description

Estates, Operations and Compliance Officer

Post Title:	Estates, Operations and Compliance Officer
Base:	Allocated School base within the Trust but travel to all Trust schools as required
Salary:	SCP 5 - £19,650
Line Management:	Assistant Head of Operations and Compliance (Estates, Projects and Health and Safety lead)
Contract	Full time (37 hours per week), permanent, full year contract
Core Purpose:	
<ul style="list-style-type: none">• To support the Head and Assistant Head of Operations and Compliance to ensure the operations and health and safety across the Trust schools/site is fully compliant with statutory regulations and quality standards• To support in the provision of a safe, efficient and effective learning and working environments for pupils, students and staff• Support in the development and review of new systems to ensure the Trust is compliant in all statutory compliance areas• To assist in the implementation of health and safety systems to ensure compliance	

Main Duties & Responsibilities:

- Carrying out statutory compliance checks and maintaining records of inspections for the schools within the Trust
- Ensuring the Health and Safety Compliance Files are up to date and in good order for each school within the Trust
- Contributing to the Health and Safety working group
- Provide information as requested to support in the production of reports
- To recognise workplace health and safety concerns and liaise with their line manager for advice and guidance in a timely manner
- Advising others on good practice in relation to health and safety when required
- Undertake DSE assessments where required
- Support the Assistant Head of Operations and Compliance in the development and review of risk assessments
- As directed, assist with caretaking duties when necessary

PERSON SPECIFICATION – ESTATES, OPERATIONS AND COMPLIANCE OFFICER			
Criteria	Essential	Desirable	Evidence
Qualifications			
Institute of Occupational Safety and Health (IOSH) Qualification or equivalent		x	A/C
GCSE A-C Grades in Maths and English (or equivalent)	x		A/C
Experience			
Previous experience in a similar role	x		A/R/I
Proven ability to work effectively in a team environment and independently as required	x		A/I/R
Proven experience of ability to multitask and prioritise workload, and agree priorities with all stakeholders	x		A/R/I
Experience of working in an educational setting		X	A/R/I
Knowledge and Understanding			
Knowledge of Health and Safety, particularly moving and handling techniques, COSHH and safe systems of work	x		
Of effective systems to ensure compliance across sites	X		
Personal Skills & Attributes			
Sound written and verbal communication skills	x		A/R/I
Planning and organisational skills	x		A/R/I
Good IT skills	x		A/R/I
Flexible and adaptable	x		A/R/I
Strong interpersonal skills, with the ability to develop positive working relationships	X		A/R/I
Good record keeping skills	X		
Driving licence and access to own vehicle to move between school sites	x		A/R/I
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.