

JOB DESCRIPTION

Job Title	Estates and Compliance Officer		
Location	Exeter Learning Academy Trust Schools		
Responsible to	CEO and Trust Board		
Job Terms	35 hours per week Term Time plus 2 weeks (40 weeks)		
Post Number	ELAT009	Grade	F
Department	Central Office	Effective date of JD	21/6/21

Job Purpose including main duties and responsibilities:

To ensure the school premises are well maintained and are compliant in relation to Health and Safety and legal compliance.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Facilities & Procurement

- To provide operational support to the Trust and its academies and support the CFO in the areas of estates, facilities, legal compliance, contractual obligations and statistical returns.
- To prepare the annual premises budget with the CFO.
- Plan and monitor the annual maintenance budget
- To manage, develop and maintain a 5 year rolling premises maintenance plan with the CFO.
- Organise and prioritise works across the schools including in the school holidays.
- Liaise with Premises and cleaning staff to ensure schools are safe, clean and tidy environments.
- To oversee the lettings arrangements in the academies ensuring that leases are managed effectively and that legal responsibilities are met.
- To liaise with CFO and schools regarding procurement and advise regarding value for money and/or seek areas where the Trust may make economies of scale in its purchasing.
- Liaise with the CFO regarding all capital works and the maintenance of the Fixed Asset register.
- Prepare outline specification and tender documentation
- To lead CIF bids and manage any large scale capital projects in the academies, liaising as necessary with the CFO, head teachers, contractors, architects, surveyors and other professionals

- To ensure all statutory and non-statutory compliance checks and maintenance are carried out and recorded within the correct time frame.
- Monitor and manage external service contracts for routine servicing including gas boilers, lifts, swimming pool equipment, fire and security alarms and fire safety equipment etc.
- To lead on the Health & Safety Policy and monitor H&S arrangements.
- Ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head teacher and where appropriate the Health & Safety Executive.
- Ensure external Health & safety audits are carried within the required time frame.
- Ensure utility meter readings are recorded monthly and utility usage is monitored in schools
- Upkeep the premises contract register.
- Raise purchase orders for premises related contracts on the 1st September each year and through the year as necessary.
- Produce periodic financial forecasts and reports for building and premises utilities, contracts and services as directed by the CFO
- Produce information to enable detailed year-end financial accruals for utilities, services, works and contracts.
- To support academies in ensuring that Inventories are maintained.
- To liaise with CFO, academies and providers to ensure that adequate and cost effective Insurance cover is in place.
- Ensure the appropriate HMRC requirements and safeguarding measures are in place for all contracts, contractors, personnel visiting sites etc.
- Contribute to the Trusts Risk register
- To prepare documentation for LGB and Trust Boards as directed.

GDPR and Freedom of Information

- To lead the Trust's Data Protection Policy and ensure compliance with GDPR with the aim of taking on the role of Data Protection Officer in the next 18 months. Reporting directly to the CEO.
- To maintain the data asset register and privacy statements and prepare other relevant documentation.
- To deal with freedom of information requests as necessary.

IT

- Have an overview of the school's IT systems and cyber security.
- Liaise with IT providers and staff when arranging works.

Policy

- To maintain and recommend updates for Trust policies on an annual basis or as necessary and to liaise with LGBs, academies, CEO, CFO and Trust HR and Finance staff regarding the implementation of policies and any changes.
- To ensure that Trustees, Local Governors and Head Teachers are well informed and updated with regard to current policy, procedure and legal requirements.

Administrative Systems

- Develop and maintain estates information and files in line with statutory requirements and according to best practice.
- Maintain and develop electronic systems, currently Connect 2, ensuring that information held is accurate and up to date.

General

- Contribute to weekly Central Office meetings and providing support and cover when necessary.
- Attend regular meetings, submit reports and contribute to the Central Team

The post holder will need to:

- Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Deal effectively and calmly with emergencies, should they arise
- In addition to competency in general site management, there may be a need for Project Management and compliance with Health and Safety standards across a range of activities.
- Apply a strong sense of vision and commitment to customer service provision and quality assurance
- Ensure that health and safety and child protection regulations are observed at all times.
- Have some limited flexibility with working hours to include supporting schools or attending occasional governor meetings if requested.
- To work closely with the CFO, CEO and the schools Senior Leadership Teams disseminating information in timely and effective manner.
 - To liaise with academy staff, all appropriate agencies and external specialist staff.
 - Establish strong working relationships with the administrative and premises teams of all schools within the Trust.
- To develop effective relationships with staff, contractors, governors, local businesses, stakeholders
- Attend regular meetings, submit reports and contribute to the Central Team.
- To carry out administration in relation to any other relevant matters relating to the Trust and its academies, as delegated by the CEO and CFO
- Ensure that health and safety and child protection regulations are observed at all times

This role will require travel across the academies within Exeter Learning Academy Trust and therefore being able to drive is essential.

At ELAT all staff are expected to model the behaviours of a professional at all times.

Name: (Printed)			
Signed:		Date:	
Line Manager:		Date:	

Person specification (all essential unless marked as desirable):

Experience

- Substantial knowledge of facilities management and GDPR within an educational background (desirable)
- Experience of working across multiple sites and assimilating financial information.
- Experience of budget holding
- Excellent task management skills for self and others – ability to meet tight deadlines
- Previous work in schools (Desirable)
- Awareness of fraudulent practices
- Excellent IT skills including advanced knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint
- Proven ability to manage own time effectively
- Experience of drafting documentation for the approval of others
- Ability to solve problems and implement effective procedures
- Ability to assimilate large amounts of disparate information and to analyse and make judgements on complex subject matters
- Ability to communicate clearly and use appropriate language both orally and in writing
- Experience of servicing committees and taking follow-up action
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with staff at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele (Desirable)

Strategic Thinking

- Problem solver, strategic thinker and planner
- Ability to provide strategic financial advice to others

Education and Training

- GCSE English and Maths at Grade C or above or equivalent
- Financial qualification (Desirable)
- Business Administration and Data Protection qualification (Desirable)

- **Equal Opportunities**
- Staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties.

The Local Governing Body and Directors are committed to safeguarding and promoting the welfare of children and young person and Head teachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.