

Job Description

Job Title: Site and Compliance Coordinator

Reporting to: Estates Officer

Grade: SCP 24 to 27

Accountable for: Site Supervisors

Purpose of the Post

To manage the premises, compliance and health & safety across four primary academies. Where the geographical cluster of academies includes PFI sites and buildings, much of the direct premises related management will not apply but the role will involve discharging the Trust's compliance and health & safety liabilities through the service provider. To be responsible for the day to day operational management, safety and security of the four academy sites and ensuring they are safe for all users, and any academy managed capital projects of less than £50,000 in value.

Main Duties and Responsibilities

- Supervise and line manage the site and cleaning teams (if applicable) at each academy, distributing tasks within the team according to skill level and availability. Carry out performance reviews on direct reports;
- Oversee the buildings maintenance systems and provide Principals and Executive Principals with recommended solutions to building issues that cannot be resolved in-house.
- Manage any in-house cleaners, or if cleaning is not in-house, manage the cleaning contract, in both cases to ensure a high standard of cleanliness on sites, internal and external.
- Using the Every system, oversee relevant school contracts liaising with appropriate contacts within the central teams.
- Opening and closing of academy premises, including lettings, functions, maintenance and emergency services as required;
- Ensure the correct checking of alarms and fire equipment and emergency procedures;
- Ensure lettings are carried out as per letting agreements;
- Ensure the moving of school furniture is undertaken with due regard to current Health and Safety and Lifting and Handling regulations.
- Check sites regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary;

- Complete risk assessments or commission specialist risk assessments (such as Fire Safety Risk Assessments and Legionella Risk Assessments/Water Management) in relation to any premises/site related concerns on all sites and take/manage any corrective action where necessary.
- Manage premises/site related statutory compliance across the sites including maintaining the Every system and data.
- Maintain and manage a schedule of works to ensure that the sites are kept operational. Prioritise work as appropriate and ensuring that all works are carried out within the confines of allocated budgets;
- Produce a rolling 3-year premises budget plan for all sites in conjunction with the Primary Finance Manager.
- Manage capital projects of under £50,000 from conception to completion.
- Ensure all contractors working on any of the sites are DBS enhanced cleared in liaison with the HR & Business coordinator.
- Ensure all contractors visiting the sites are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos registers;
- Manage all site related issues in the case of an emergency or sites closure. Ensure that site are made accessible as quickly and efficiently as possible with minimum disruption to staff and students and deal or arrange to be dealt with, any utility emergencies or disruptions, turning off supplies as appropriate;

Additional note:

In PFI run academies the direct responsibility for many of the responsibilities above will fall to the PFI provider, who has 'ownership' and responsibility for the building for the length of the contract. There will be some engagement and liability to manage H&S and compliance through the provider (and the provider's on site staff or sub-contractors.) There will be a role in delivering some aspects, either jointly or through the provider. The role will be to manage the academies' liabilities through the PFI contract, involving: regular communications on site, recording & reporting issues as laid out in the contract, liaison with the Local Authority Client over penalties, deductions and variations/additional desired works, and engagement as the site lead in operational contract meetings.

Special Features:

- Full-time, full year - 37 hours per week, Monday to Friday (Additional hours may be required at times to fulfil duties);
- The successful applicant will be required to work across 4 primary academies within the Trust (plus support in an advisory capacity to either Outwood Junior Academy Brumby

or Outwood Primary Academy Greystone) but be able to attend meetings at any primary academy within the Trust;

- Current driving licence and access to a vehicle for business use is essential to carry out regular visits to the Trust's academies and other schools supported by the Trust

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academies' policies and procedures
- Respecting confidential issues linked to home/pupil/teacher/Academy work and being aware of GDPR at all times
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academies' Child Safeguarding Procedures, including regular liaison with the Academies' Designated Child Safeguarding staff over any safeguarding issues or concerns;
- To comply with the Academies' policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Trust staff particularly Estates and Finance Department colleagues, consultants, contractors, suppliers, PFI providers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.