



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Statutory Compliance Coordinator
<b>SCHOOL:</b>	NCEAT
<b>SALARY:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Health and Safety Specialist

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### **PURPOSE OF JOB:**

Support the development and improvement in managing NCEAT statutory and planned building maintenance. To optimise compliance with statutory requirements while trying to ensure best value at all times. This will include the development and maintenance of action plans, policies, contract challenging to identify savings and compliance recording systems.

### **MAIN RESPONSIBILITIES:**

- Assisting the Health and Safety Specialist and Director of Finance and Central Services with the management of H&S System Implementation through managing the planned maintenance schedule.
- Ensuring that NCEAT provides 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, as well as maintaining the planned maintenance schedule.
- Providing the Trust with best practice in estate management and financial efficiencies in site maintenance and goods.

- Supporting the health and safety specialist with up to date life cycle information and knowledge.
- Checking quotes and raising purchase orders, as well as goods receiving orders once completed.
- Instigate and coordinate external H&S audits such as fire risk assessments, legionella and H&S audits, including working with heads of departments to complete actions.
- Conducting statutory compliance audits as necessary to support continuous improvement.
- Supporting the implementation and embedding of the health & safety system 'Citation'.
- Ensure statutory compliance is completed and followed up, including but not limited to emergency lighting, legionella temperature control monitoring, fire safety maintenance, metre reading and general building fabric condition monitoring.
- Retain records of compliance and update accordingly for the digital and physical folders.
- Contribute to the ethos and aims of the Trust
- Maintain the contractor and supplier database.
- Review contractor SLA's.
- Contract management – research new contractors and work with the finance managers to ensure efficient relationships are built.
- Research funding avenues for facility upgrades.
- Update capital tracker and maintain project information
- 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
- Support and coordinate building/maintenance 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
- Meet with caretakers on a monthly basis to review compliance paperwork
- Undertake site visits as required to meet with contractors
- Creation of risk assessments for ad-hoc projects
- 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

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of

this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Person Specification: Statutory Compliance Co-ordinator</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● Experience of risk assessment and able to take into consideration all the factors for scoring risk to inform business decision</li> <li>● Experience of building and grounds maintenance contracts</li> <li>● School experience of grounds and maintenance contracts.</li> <li>● Practical experience of statutory buildings compliance.</li> <li>● Experience of multi-site management (Essential)</li> <li>● Contractor management</li> <li>● Negotiation skills</li> </ul>	<p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p>	<p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p>
<p><b>Skills &amp; Competencies:</b></p> <ul style="list-style-type: none"> <li>● The ability to communicate at all levels in the organisation and effectively pass on the relevant information</li> <li>● Have effective problem-solving skills and a blending of creative and analytical thinking</li> <li>● Ability to work flexibly</li> <li>● Work as part of a team in order to deliver a service to others</li> <li>● Proven organisational skills with the ability to multi-task and problem-solve</li> <li>● Ability to work under pressure and to meet deadlines</li> <li>● A strong sense of integrity required for the process of regulation management.</li> <li>● Enthusiasm to keep themselves updated with news from regulators and other international and regional bodies</li> <li>● Self-motivated and a good time Manager.</li> <li>● Enthusiastic and positive, with a 'can-do' attitude</li> </ul>	<p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p> <p style="text-align: center;">☐</p>	

<ul style="list-style-type: none"> <li>● Display an awareness, understanding and commitment to the protection and safeguarding</li> <li>● Good communication and interpersonal skills</li> <li>● Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data, and transfer this into workable plans before communicating as necessary</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	
<p><b>Knowledge &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>● Good level of education with a minimum 3 or more qualifications at GCSE Grade C or above, including Maths and English, (or equivalent)</li> <li>● Professional qualification in a related area such as building, engineering, facilities management (IWFM), Health &amp; Safety (IOSH/NEBOSH)</li> <li>● 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.</li> </ul>	<input type="checkbox"/>    <input type="checkbox"/>	<input type="checkbox"/>
<p><b>Physical, mental and emotional demands:</b></p> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	<input type="checkbox"/>	
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	<input type="checkbox"/>	