

## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

JOB TITLE: DIRECTOR OF HEALTH & SAFETY AND ESTATES

**GRADE / SP:** NJC SUPPORT STAFF SCALE, BAND 10

**CONTRACT:** PERMANENT

**WORKING ARRANGEMENTS:** FULL TIME / YEAR ROUND

**REPORTS TO:** DIRECTOR OF FINANCE & CENTRAL SERVICES

#### **MAIN PURPOSE OF ROLE**

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.

### The purpose of this role is:

- To be responsible for long and short-term planning, implementation and high-quality delivery
  in relation to estates, facilities and health and safety related aspects of the work of the Trust
  and its local environment and all associated financial aspects.
- To line manage Campus Services Manager and designated staff at Trust sites.
- To take a leading/supportive role in connection with risk assessments for all estates and facilities aspects across the Trust.
- To be responsible for project management of any building project work.

#### **KEY RESPONSIBILITIES AND TASKS:**

## **MANAGEMENT**

## (a) General management

- a. Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises and estates related matters.
- b. Keep the CFO fully informed about all areas of responsibility and manage all issues that arise in relation to this role.

## (b) Project Management

- a. Produce condition reports for each school's buildings and estates. Proactively lead on identifying the priorities from the report together with Principal / Headteachers / Heads of Campus / other alternative provisions.
- b. Assist and support the CFO to liaise with appropriate organisations / agencies in connection with planning and conducting major works at the Trust and ensure compliance of contractors with Health and Safety requirements and regulations, in liaison with the Principal(s) / Headteacher(s) / Head of School / Alternative Provision.
- c. Oversee and act as the client for the purpose of CDM when required for any planned building work whether it is funded by the Trust or other agencies.
- d. Assist and support the CFO to plan and implement any proposed building work which may affect the use of NCEAT premises for Trust or community activities, including preparation of reports detailing specifications, costs, Health & Safety plans and proposed timelines for submission to the appropriate Governing Body for approval.

## (c) Resource Management

- a. Be accountable as budget holder for all premises and estates related budgets.
- b. Ensure all orders for materials are generated in line with the Trust's ordering guidelines ensuring best value.
- c. Ensure that appropriate stock levels of consumable resources are maintained.
- d. Manage and ensure every online Health & Safety compliance system is complete to monitor Health & Safety compliance across the Trust (training will be provided)

### (d) Line Management

- a. Line manage the Campus Services Manager and the Premises teams on all Trust sites and in conjunction with Principal / Headteacher / Heads of School.
- b. Seek ways to develop the staff, to line manage and to utilise their skills appropriately and monitor the effectiveness of maintenance contracts.
- c. Work in conjunction with the HR team and Principal / Headteacher with the recruitment of premises staff on all Trust sites.
- d. Support the induction process of new premises staff.
- e. Participate in the Trust's Performance Management process, and to undertake reviews for those line managed.

#### SITE MAINTENANCE

Ensure that Trust sites are maintained in a good state of repair and appearance including all buildings and facilities, estates, roads and pathways, grounds and gardens.

## Main tasks:

a. Ensure there is a planned preventative maintenance programme in place at all Trust sites.

- b. Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works at designated Trust sites.
- c. Assist the CFO in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact

#### **HEALTH & SAFETY**

#### Main tasks

- a. Lead in the review, writing and implementation of the Trust's Health and Safety Policy.
- b. Lead on the Annual Health and Safety Audit and the termly Health and Safety Reviews.
- c. Arrange all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks etc. and be responsible for appropriate action at designated Trust sites.
- d. Support Health and Safety training initiatives and deliver components where required.
- e. Commit to the growth and maintenance of a positive risk management culture within the Trust; assisting staff where necessary.
- f. Work with the ELT to ensure all work carried out by premises staff is in accordance to the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- g. Ensure Trust buildings and external areas are maintained to ensure good health and safety practices.
- h. Be proactive in reducing the potential for Health and Safety issues arising.
- i. Respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.
- j. Hold IOSH Managing Safely or equivalent certificate or be willing to undertake one and any other relevant Safety Management training.
- k. Be fully aware of the Trust's emergency response procedure.
- I. Manage the Asbestos Management Plan on designated Trust sites and to raise awareness within Trust, of the risks of asbestos in the workplace.

## **FIRE AND SECURITY**

- a. Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- b. Work with the Trust's Director of Safeguarding to ensure that Trust sites are secure in line with safeguarding legislation.
- c. Work with Principal / Headteacher / Heads of School / other Provisions across the Trust and Caretakers to ensure that:
  - Buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
  - Traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.

- d. Ensure internal security procedures are adhered to; reporting any issues to the Principal / Headteacher / Heads of School / other Provisions.
- e. Ensure fire alarm call points are tested weekly across the Trust and other fire equipment is regularly checked for damage or expiration; maintain logs of all checks through Site Services Personnel. Liaise with the fire and security contractors to arrange for servicing and repairs.
- f. Maintain and review the Fire Safety Risk Assessment annually and resolve any issues.
- g. Provide advice and guidance on safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- h. Ensure fire wardens across the Trust are trained in their duties.

#### **PORTERING**

- a. Manage the provision of a portering and furniture moving service to ensure supplies are in place and Trust activities can proceed as expected.
- b. Ensure the efficient transfer of goods and materials delivered to the Trust to appropriate locations around the Trust sites.

#### **GENERAL**

- a. Actively contribute to and promote the overall ethos and values of the Trust.
- b. Participate in training and other learning activities and performance development as required.
- c. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the Trust.
- d. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
- e. Act as an ambassador for the Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- f. Undertake any other reasonable tasks and responsibilities as requested by the CEO or Executive Leadership Team which fall within the scope of the post

#### SAFEGUARDING AND SAFER RECRUITMENT

- a. NCEAT is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
- The post holder is required to have a satisfactory Enhanced Disclosure from the
   Disclosure and Barring Service (DBS).
- c. The post holder is required to disclose to HR any details of any Police warning, caution, bindover or conviction during employment.



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## **PERSON SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION AND	IOSH trained or similar qualification	Relevant
QUALIFICATIONS	Good numeracy/literacy skills	professional
	<ul> <li>Level 3 qualification (A level or equivalent) in a relevant area or demonstrates skills to the equivalent</li> </ul>	qualification
EXPERIENCE	Ability to present information to a variety of audiences	Evidence of recent
	Experience of working in a multi site environment desirable	
	Experience of taking responsibility for procurement and	management and organisational
	project management	experience with
	Experience of premises/estates management	people
	Experience of budget management	
KNOWLEDGE	Knowledge of the health and safety regulations including	
AND	risk assessment and COSHH and how they apply in a school	
UNDERSTANDING	environment.	
	<ul> <li>Knowledge of moving and handling procedures</li> </ul>	
	<ul> <li>Knowledge of safeguarding policies and procedures</li> </ul>	
	<ul> <li>Understanding of promoting positive relationships with the</li> </ul>	
	wider school community	
SKILLS	Ability to analyse and interpret data	
	Ability to find solutions to complex problems and to	
	manage change and work flexibly and professionally	
	during times of change	
	Ability to adhere to the Trust finance policy and adhere	
	to budget holder's responsibility protocols.	
	Ability to work as a member of a team and work on their	
	Own initiative	
	Commitment to school improvement	
	A competent user of ICT	
	Demonstrates that mutual respect, approachability,	
	challenge and support are key to managing effective	
	relationships	
	Excellent interpersonal skills to be able to communicate	
	with all stakeholders and all members of the community.	
	Is flexible, committed, resilient, positive and enthusiastic in	
	their approach including when working under pressure	
	Ability to prioritise own workload to meet agreed	
	deadlines	
	Ability to handle confidential information appropriately	
	<ul> <li>Ability to learn and follow basic contractual requirements and understand contract terms</li> </ul>	
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OTHER	Ability to relate to and promote the ethos of the Trust	
	Willingness to undertake training as required	
	Excellent attendance and punctuality	
	This post is exempt from the provisions of the	
	Rehabilitation of Offenders Act 1974. An Enhanced DBS	
	certificate will be required prior to appointment	
	Current full UK driving licence	
SAFEGUARDING	In addition to candidate's ability to perform the duties of the	
	post, the interview will also explore issues relating to	
	safeguarding and promoting the welfare of children including:	
	<ul> <li>Motivation to work with children and young people;</li> </ul>	
	Ability to form and maintain appropriate relationships	
	and personal boundaries with children and young	
	people;	
	Emotional resilience in working with challenging	
	behaviours; and	
	Attitudes to use of authority and maintaining discipline	