



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Director of Health and Safety and Estates
SCHOOL:	Central Services
SALARY:	Band 9
RESPONSIBLE TO:	Chief Finance and Operations Officer

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:

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, in line with Good Estates Management for Schools (GEMS). To take a leading/supportive role in connection with risk assessments for all estates and facilities aspects across the Trust. Be responsible for project management of any building project work. To work in partnership with external and internal partners to ensure that the requirements of relevant Trust policies are understood and implemented across all sites.

MAIN RESPONSIBILITIES:

- Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises and estates related matters.
- Ensure compliance with GEMS across the trust estate.
- Keep the CFOO fully informed about all areas of responsibility and manage all issues that arise in relation to this role.
- Source condition reports for each school's buildings and estates. Proactively lead on identifying the priorities from the report together with Principal/Headteachers/Heads of School/other alternative provisions.
- Assist and support the CFOO 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.
- 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.

- Assist and support the CFOO 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.
- Be accountable as budget holder for all premises and estates related budgets.
- Ensure all orders for materials are generated in line with the Trust's ordering guidelines ensuring best value.
- Ensure that appropriate stock levels of consumable resources are maintained.
- Manage and ensure that the online Health & Safety compliance system is complete to monitor Health & Safety compliance across the Trust (training will be provided).
- Line manage the Campus Services Manager and the Premises Teams on all Trust sites and in conjunction with Principal/Headteacher/Heads of School.
- Seek ways to develop the staff, to line manage and to utilise their skills appropriately and monitor the effectiveness of maintenance contracts.
- Work in conjunction with the HR Team and Principal/Headteacher with the recruitment of premises staff on all Trust sites.
- Support the induction process of new premises staff.
- Participate in the Trust's Performance Management process, and to undertake reviews for those line managed.
- Ensure that all Facilities Team staff receive appropriate training and support for their role.
- 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.
- Ensure there is a planned preventative maintenance programme in place at all Trust sites.
- Manage emergency and planned maintenance and repairs, respond effectively and maintain a log of such works at designated Trust sites.
- Assist the CFOO in the preparation of maintenance and capital expenditure project/work plans, liaise with contractors and be their main point of contact.
- Respond and develop appropriate responses to responsive maintenance requirements across all sites.
- Lead in the review, writing and implementation of the Trust's Health and Safety Policy.
- Lead on the Annual Health and Safety Audit and the termly Health and Safety Reviews.
- Arrange all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks, and be responsible for appropriate action at designated Trust sites.
- Support Health and Safety training initiatives and deliver components where required.
- Commit to the growth and maintenance of a positive risk management culture within the Trust, assisting staff where necessary.
- Work with the ELT to ensure all work carried out by premises staff is in accordance with the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- Ensure Trust buildings and external areas are maintained to ensure good health and safety practices.
- Be proactive in reducing the potential for Health and Safety issues arising.
- Respond to all instances where Health and Safety issues are raised or noticed and where possible make safe/isolate.
- Hold IOSH Managing Safely or equivalent certificate or be willing to undertake one and any other relevant Safety Management training.
- Be fully aware of the Trust's emergency response procedure.
- Manage the Asbestos Management Plan on designated Trust sites and to raise awareness within Trust, of the risks of asbestos in the workplace.

- Ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures are reviewed and updated as necessary.
- Work with the Trust's Director of Safeguarding to ensure that Trust sites are secure in line with safeguarding legislation.
- Ensure buildings are locked and unlocked at appropriate times (including daily opening and closing), setting and disarming of alarm systems.
- Ensure traffic is monitored on site including adherence to Trust rules and regularly assess and review traffic and parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to, reporting any issues to the Principal/Headteacher/Heads of School/other provisions.
- 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.
- Maintain and review the Fire Safety Risk Assessment annually and resolve any issues.
- Provide advice and guidance on safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Ensure fire wardens across the Trust are trained in their duties.
- Work in partnership with external organisations (e.g. Fire Service and statutory agencies), to ensure that all statutory legislation is implemented across all Trust sites.
- Manage the provision of a portering and furniture moving service to ensure supplies are in place and Trust activities can proceed as expected.
- Ensure the efficient transfer of goods and materials delivered to the Trust to appropriate locations around the Trust sites.
- Actively contribute to and promote the overall ethos and values of the Trust.
- Participate in training and other learning activities and performance development as required.
- 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.
- Maintain absolute confidentiality and exercise discretion with regard to staff/student information and the Trust's business at all times.
- 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.
- 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.
- Undertake any other reasonable tasks and responsibilities as requested by the CEO or Executive Leadership Team which fall within the scope of the post.

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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Post Title: Director of Health and Safety and Estates	Department: Facilities		Assessment Methods
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Extensive experience managing estates and health & safety in multi-site organisations. 	<ul style="list-style-type: none"> • Experience working in education or public sector environments. 	
Skills & Competencies	<ul style="list-style-type: none"> • Excellent organisational, communication, and project management skills. • Calm, professional and proactive under pressure. 	<ul style="list-style-type: none"> • Data analysis and reporting for senior stakeholders. 	
Knowledge & Qualifications	<ul style="list-style-type: none"> • Comprehensive understanding of estates compliance, safety legislation, and site management. • NEBOSH Diploma or equivalent Health & Safety qualification; • Facilities or estates management qualification. 	<ul style="list-style-type: none"> • Knowledge of school estate statutory requirements. • Project management qualification (e.g., PRINCE2); Membership of IOSH/BIFM. 	
Other	<ul style="list-style-type: none"> • Full UK driving licence and willingness to travel. • The post holder is required to have a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). • The post holder is required to 		

	disclose to HR any details of any Police warning, caution, bind over or conviction during employment.		
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