



# Job Pack

**Compliance Manager**  
**Leigh Academies Trust**

# Introduction

**Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.**

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [\*\*Careers Page\*\*](#).

**For any questions? Contact us on:**

[joinus@latrust.org.uk](mailto:joinus@latrust.org.uk) | 01634 412 263



# Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression

opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE  
**CHIEF EXECUTIVE**



# Our Benefits

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At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: [latcareers.org.uk/benefits](http://latcareers.org.uk/benefits)

## Our Mission: *Education for a better world*

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At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



# Job Description



**Job Title:** Compliance Manager

**Reports to:** Deputy Director

**Location:** Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

## Main purpose of role:

- To manage, within an allocated geographical area (Central Kent), key areas of Health and Safety responsibility on behalf of the Infrastructure team, whilst providing an efficient, customer-focused service. This will enable each academy to efficiently, effectively and safely maximise facilities and resources, to achieve the best possible educational outcomes

## General responsibilities

Whilst working collaboratively within the Trust-wide Compliance team of 5 staff, each Compliance Manager is responsible for key areas of responsibility listed below and is responsible for its delivery.

- Develop and implement policies and procedures to ensure compliance with relevant laws, regulations, and standards related to estates and facilities management
- Oversee, support and advise on the management of all aspects of health and safety in the academies, including risk assessments, fire safety, and emergency procedures
- Provide guidance and signposting to academy staff on compliance and health and safety issues
- Conduct regular audits of Infrastructure services to identify non-compliance and take appropriate action
- Represent the trust in negotiations with external bodies, such as local authorities, suppliers, and contractors
- Develop and maintain positive relationships with academy staff, including Principals, and infrastructure staff
- Keep up-to-date with changes to relevant legislation and regulations, and ensure that all academies within the trust are informed of any relevant updates
- Process all RPA and minibus insurance claims ensuring that repair quotes are obtained in a timely manner

## Specific Responsibilities

### *Safety, Health and Environment*

To ensure that Infrastructure deliverables are monitored and tracked, including but not limited to:

- Chair Academy Health and Safety Committees



- Track and monitor completion of actions identified as part of Baseline H&S assessment and Fire Risk Assessments
- Infrastructure operational RA's
- Ensure academies are actively engaged with and using the Curriculum Compliance Sheet
- Writing, maintaining and implementing local policies
- Business Continuity and emergency planning and management
- Management of the LAT vehicle fleet (minibuses)
- Environmental management and sustainability, recycling, waste data, green initiatives
- Carry out proportionate accident, incident and near miss incidents investigations, ensuring that any RIDDOR reportable injuries are reported to the HSE within the statutory time limits. Investigate accidents, incidents, and near misses thoroughly but proportionately. Ensure all injuries that fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are reported to the Health and Safety Executive (HSE) within the legally required timeframe

### ***Compliance and Audit***

To ensure Infrastructure operations are delivered in line with statutory requirements and inline with Infrastructure KPIs and SLA's. Topics include but not limited to;

- Baseline audit actions
- Fire Risk Assessment actions
- Asbestos Management Plan checks
- Legionella checks
- Electrical installation condition report
- Gas safety
- Curriculum compliance
- Routine maintenance and repairs
- Training
- Vehicles
- Drivers
- Risk Assessments
- Contractor management
- GEMS self assessment
- Insurance claims
- Undertake representative and/or targeted audits
- Present audit reports to relevant colleagues for action and information
- Work in partnership with compliance Lead and Deputy Director (compliance) to continually improve and develop reporting and auditing frameworks to demonstrate compliant operation

### ***Deliverables***

- Health, Safety and regulatory compliance
- To ensure that delivery of Infrastructure tasks and targets is consistent across the cluster and clusters
- Statutory compliance
- Support expansion and refurbishment of existing academies
- Support the integration of additional Free Schools and academies joining the Trust



- Proactively support Infrastructure staff to ensure the Estate and its operations support educational goals effectively

### **Communication and Collaboration**

- To build effective, professional relationships with academy teams as well as Infrastructure colleagues
- Work collaboratively both within Infrastructure colleagues, to ensure consistency and sharing of best practice
- Ensure that progress relating to safety statement deliverables are effectively communicated to all relevant stakeholders
- Ensure that agreed action plans are communicated effectively to all stakeholders
- Promote and monitor the use of the Estates CAFM system
- Supporting Trust-wide initiatives and events

### **Safeguarding of students and Duty of Care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



# Person Specification



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Compliance Manager, we would expect candidates to demonstrate:

## Qualifications and Training

### *Essential*

- NEBOSH General Certificate in Health and Safety
- minimum two years' experience in Health and safety or compliance and audit function

### *Desirable*

- TECH - IOSH
- IWFM membership
- A relevant qualification in compliance management or estates management

## Training

### *Essential*

- Evidence of Continuing Professional Development in relevant disciplines

### *Desirable*

- Evidence of Health & Safety Training

## Experience

### *Essential*

- Record keeping and reporting
- Managing Health & Safety
- Facilities Management Operations
- Auditing and compliance

### *Desirable*

- Managing within an educational environment

## Knowledge and Skills

### *Essential*

- Able to deliver services and systems applicable for effective school resource management
- Ability to interpret advice/devise policy/implement practice of these
- Knowledge of relevant laws, regulations, and standards related to estates and facilities management
- Ability to manage a large and complex workload, and to prioritise tasks effectively
- Able to strategically influence decision making with the academy
- Able to use a range of IT packages
- Prioritise, plan and organise, direct and coordinate the work of others to build, support and work with high performing teams

### *Desirable*



- Ability to self-evaluate learning needs and actively seek learning opportunities

## Personal Qualities and Attributes

### Essentials

- Highly developed interpersonal skills
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines
- Seek advice and support where necessary
- Open minded and receptive to new ideas, approaches and challenges
- Deal sensitively with people and resolve conflicts
- Collaborative working with colleagues and clients

*The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.*

# Apply

**We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies](#) page.**

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

## Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

