



Job Description

Job Title:	Estates and Compliance Manager
Reports to:	Operations Manager
Responsible for:	Site Team Leader
Salary range:	Academy Band H: £34,421 - £38,304 depending on experience (2025-26)
Contract:	Full time (37 hours/week) and all-year round

Main purpose of the role:	<p>To provide safe, compliant, and functional learning and working environments for all members of the Academy community</p> <p>To oversee the maintenance and development of the physical Academy site (including all buildings, grounds, and security)</p> <p>To ensure adherence to all relevant Health and Safety (H&S) legislation, regulations, policies, and best practice</p> <p>To effectively manage the site team through the Site Team Leader</p> <p>To manage external contractors and ensure they operate to a high standard</p> <p>To work with the Operations Manager to set and work within the budgets for buildings and grounds maintenance and improvements, ensuring that external works and services are procured efficiently and effectively to achieve value for money</p> <p>To identify continuous improvements that can be made and contribute to the 5-year estates plan, including reducing the carbon footprint</p> <p>Together with the Operations Manager, to be responsible for and lead as required on projects related to the Academy buildings and facilities</p> <p>To work with the Academy leadership team to meet operational and strategic goals</p>
Main duties:	<ol style="list-style-type: none">1. Ensure all statutory tests and checks are completed in a timely accurate fashion and that accurate records are maintained2. Work with the Academy's external H&S consultant to regularly review legislative changes and ensure these are actioned as required

	<ol style="list-style-type: none"> 3. Work with the Operations Manager and external H&S consultant as required to review, develop, and implement policies and procedures for the estates function and H&S more broadly 4. Ensure compliance with the relevant legislation and Academy policies in all aspects of H&S, including (but not limited to) asbestos management, COSHH, fire, security, electrical safety, etc. 5. Oversee the site maintenance programme and specifications for work to be undertaken by contractors, arranging for any works to be undertaken, including procuring quotes and raising orders in line with the Academy's finance policies and procedures 6. Emergency planning in the event of adverse weather conditions, including site inspection 7. Prepare relevant reports and data for the H&S Committee meetings (4-5 times per year) and attend these meetings to report on site and compliance matters 8. Ensure compliance in reporting H&S or other estates matters to any external bodies, including the Health and Safety Executive (HSE) 9. Ensure the efficient and timely resolution of all requests to the site team helpdesk, including prioritising tasks 10. Have a hands-on approach, supporting the site team with maintenance and repairs and building in-house capability where possible 11. Manage maintenance of the Academy's plant and machinery, including vehicles 12. Support with planning relevant training and ensure that all members of the site team are appropriately trained 13. Ensure all contractors are booked in, are working safely at all times, that deadlines are met, and that work is completed to a high standard 14. Maintain appropriate records of all checks, inspections, and works, primarily in electronic form, in line with statutory regulations and Academy requirements 15. Complete and compile risk assessments, COSHH data sheets, and other records as required, ensuring that control measures are effective, communicated, and followed, and manage any identified risks and action plans 16. Support the Operations Manager in investigating any H&S incidents or accidents in the Academy and in ensuring remedial actions are implemented 17. Act as fire marshal and keyholder of the site (as one of the team who will need to respond to emergency callouts if required) 18. Be a named operator of the Academy's CCTV system
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	<p>19. Support the Operations Manager and finance team with the planning and procurement of projects and service contracts</p> <p>20. Support the Operations Manager and other senior leaders as required in planning the estates strategy and ensuring compliance with the DfE's Good Estate Management for Schools (GEMS)</p> <p>21. Identify opportunities to improve the Academy estate, particularly regarding energy usage and sustainability</p> <p>22. Investigate opportunities for reducing and recycling of the Academy's waste</p> <p>23. With the support of the Finance Manager, monitor energy costs and ensure energy conserved as much as possible through efficient implementation of the Buildings Management System (BMS) and other procedures and systems</p> <p>24. Contribute to the wider strategy for the Academy's estate, health and safety, and sustainability</p> <p>Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Operations Manager or Principal</p>	
	<p>Essential</p>	<p>Desirable</p>
Qualifications	<ul style="list-style-type: none"> Full driving licence 	<ul style="list-style-type: none"> Professional qualification in estates management and/or health and safety Minibus driving qualification
Experience	<ul style="list-style-type: none"> Experience of facilities or estates management and/or health and safety management Planning maintenance schedules Working with contractors Leading a team 	<ul style="list-style-type: none"> Budget management Designing or delivering training Working within a school setting Ability to manage projects Building and maintenance regulations
Skills	<ul style="list-style-type: none"> Ability to effectively manage multiple compliance streams Ability to organise, lead, and motivate a team Ability to develop in colleagues the skills to work both independently and collaboratively Attention to detail in all aspects of work Ability to carry out basic maintenance and repair tasks Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including other staff, external contractors, and visitors to the Academy 	

	<ul style="list-style-type: none"> • Demonstrable ability to communicate effectively in both verbal and written form • Creative and innovative • Data and IT literate with good IT skills • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload • Empathy and emotional intelligence • Analytical and problem-solving skills
Qualities	<ul style="list-style-type: none"> • Commitment to the highest standards of compliance and H&S • Able to confidently liaise with senior colleagues including in formal settings (such as H&S Committee meetings) • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures • Personal and professional authority and resilience • Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture • Empathetic, tactful and diplomatic • Solution focused, working collaboratively with colleagues and stakeholders • Excellent inter-personal skills • Commitment to equality and diversity • Willingness to respond to emergency call outs • A willingness and ability to learn and keep up to date with H&S policy and procedures and other specialist knowledge as required • Willingness to complete relevant professional development and ability to self-identify training needs