

# Viking Academy Trust



## Job Description

**Position: CENTRAL LIAISON OFFICER**

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:** *Mjenni*

**Date:** 05/07/21

## Viking Academy Trust

### JOB DESCRIPTION: Central Liaison Officer

**“Empower children through education: One Childhood One Chance”**

#### PREAMBLE

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

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|----------------------|--|
| <b>Job Title:</b>    | <b>Central Liaison Officer</b>                                     |
| <b>Line Manager:</b> | <b>Chief Finance Officer</b>                                       |
| <b>Pay Grade:</b>    | <b>Kent Range 8 / 9</b><br><i>(salary dependent on experience)</i> |
| <b>Hours worked:</b> | <b>37 hours per week – all year contract</b>                       |

#### PURPOSE OF ROLE

The Central Liaison Officer will act as the driving force to ensure that Viking Academy Trust fulfils its Health and Safety and statutory compliance requirements.

The Central Liaison Officer will liaise with different teams, including internal staff teams and external contractors, acting as a coordinator for trust non-educational matters that arise. The Central Liaison Officer will collate important information to arrange and package quotations for contracts, services and agreements in accordance with our relevant trust policies and procedures for consideration by the Finance Team. This could cover a range of different subjects such as ICT, hygiene services and software/licences.

This role is predominantly an office based role but will also include moving across the school sites to liaise with staff and contractors. The Central Liaison Officer will be required to line manage the Trust Caretaker in ensuring that all the trust premises endeavours are completed.

You will work closely with our Chief Financial Officer and the Chief Operations Officer by supporting them in their roles by assisting them directly with overseeing the non-educational aspects of the Trust.

#### PRINCIPAL ACCOUNTABILITIES

1. Manage the Trust Compliance Calendar and be responsible for the management of Health & Safety across the Trust including Risk Assessments on behalf of the VAT Trustees.
2. Develop specifications for works required and oversee that all service contracts meet their contractual agreements.
3. To implement risk management, assessment and loss prevention strategies to reduce insurance costs.

4. Line manage the Trust Caretaker which will include ensuring that they perform all routine safety checks across the Trust, including fire safety, risk assessments, legionella maintenance and the asbestos management plan to ensure safety of all people.
5. Ensure that the Trust Caretaker and teams respond to staff concerns about any Health & Safety quickly and effectively. To ensure emergency procedures are current and timely and to lead on action points determined following testing.
6. To record scheduled and unscheduled fire evacuations, ensuring that actions suggested on the monitoring forms are dealt with by the Trust Caretaker.
7. Co-ordinate the tender process for large-scale improvement and maintenance projects across the Trust to improve the learning environment within school. Lead on building/improvement projects liaising with contractors alongside the Trust Caretaker and consultants, ensuring the Trust meets EFSA/DfE guidelines and expectations.
8. Liaise with relevant parties on the purchasing of equipment, ensuring best value and seeking advice where necessary. Once the specification has been decided upon, seek quotations and package this information together to go to the finance team for the purchasing decision.
9. Be responsible for the effectiveness and service delivery of the Trust Caretaker across the Trust.
10. Liaise with Local Advisory Body and Finance, Audit and Risk committee (Board of Trustees) and the school's Leadership Team, when necessary, on priorities of maintenance and improvement work to ensure the work is carried out in order of priority. The postholder may be expected to attend LAB meetings to report to senior staff, local governors and Board of Trustees on H&S, internal and external environment. To organise regular Health and Safety inspections with local governors.
11. To deploy the Trust Caretaker to coordinate on-site contractors to ensure the smooth operation of works on the school site. The postholder will be responsible for the administration of managing contractors while they are on site such as taking copies of public liability insurance, DBS information, risk assessments and method statements and ensuring the validity of the documents.
12. Oversee the ancillary services such as the contract cleaners, contract caterers and contract IT ensuring best value of work undertaken. Ensure that contractors are held to account in terms of their contractual agreements.
13. To take the lead, alongside the Trust Caretaker, on compiling and implementing a Trust Premises Development Plan which reflects the priorities of the School Development Plan and contributes to the aims of the individual schools.
14. Seek professional advice on insurance for the Trust. Implement the approved insurances and handle any claims that arise.
15. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. All contracts to be entered into Parago.
16. Oversee the Trust IT Asset Register
17. Monitoring training records to ensure compliance i.e. working at height, warden training.

#### **NECESSARY EXPERIENCE AND SKILLS**

- IOSH/Alternative Health and Safety qualification or willingness to embark on these qualifications.
- Excellent level of communication skills, written and verbal

- GCSE English and Maths – Grade ‘C’ or equivalent qualifications.
- Experience working with suppliers, contract management and tendering.
- Excellent organisation and project management skills with a keen eye for detail.
- Strong ICT skills
- Self-motivated, flexible and able to work in a very autonomous way, being able to direct and manage own workload
- A can-do attitude
- Motivated and driven and has the ability to motivate, enthuse and inspire others to deliver service excellence.
- Understanding of health and safety requirements of multiple buildings and the ability to recognise and act to avoid potential risks under Health & Safety legislation
- Have an understanding of safeguarding obligations

### **SCOPE FOR IMPACT**

The postholder plays a critical role in the day to day running of the non-educational aspect across Viking Academy Trust.

### **JOB CONTEXT**

This post of Central Liaison Officer is a central role within the Viking Academy Trust.

The postholder will operate within the general policies of the school. Specifically, policies relating to Health & Safety and Risk Assessment.

### **GENERAL**

- Comply with and assist with the development of policies and procedures relating to Health & Safety, fire, security, confidentiality and data protection, reporting all concerns to the Heads of School or appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings, particularly the LAB governors’ meetings.
- Participate in training and other learning CPD activities that are necessary and/or beneficial for the post holder or highlighted through Performance Appraisal as required.

### **OTHER**

Any other task – as requested by the Trust Leadership Team and which shall be deemed to fall within the general boundaries of the post.

### **OTHER RESPONSIBILITIES:**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times. \*

Any other task – as requested by the Trust Leadership Team and which shall be deemed to fall within the general boundaries of the post\*\*

### **PERFORMANCE APPRAISAL**

To attend meetings with the Chief Finance Officer / Chief Operations Officer and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a staff member discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or a member of the Senior Leadership Team.*

*\*\*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Reviewed and amended July 2021