



Welcome to our Trust

TrustEd Schools Alliance is a medium Multi Academy Trust, based in south and central Shropshire. Our nine academies, work together as a supportive local group of schools. We are highly ambitious for all our pupils; we operate with our schools collaboratively; and we embrace our stewardship role across our schools and communities.

TrustEd began in 2015, with Oldbury Wells as the founding school. Since then, we have had some excellent and strong schools join us, who continue to flourish and grow in our trust. We have also welcomed some sponsored schools into our trust, who needed assistance, and who are now thriving. We have chosen to grow locally rather than extend our reach and chosen to have a mix of primary and secondary schools, and both Church of England and secular schools in our varied Trust.

In the future we expect that our trust will have some growth of Shropshire primary and church schools, to enhance the balance of our family of schools. Our schools all belong to The Association of Character Education (ACE) and we are committed to ensuring an inclusive ethos for everyone.

Together at TrustEd we have much in common, but we are also diverse. Our schools serve the communities of Bridgnorth, Craven Arms, Church Stretton, Pontesbury and Shrewsbury. We work together to build on our schools' current strengths and to support cross-phase collaboration, whilst cherishing what makes us unique. All our school's work within their communities, with Local Governing Bodies.

We are inspired to continue to work together as a group of Leaders and Headteachers across all our schools and with a common purpose. We cherish our schools' individuality but also appreciate how much we can achieve as a team working together.

Sarah Godden





Job Description and Particulars of Appointment

Details of the Post

- Title: Trust Compliance Officer
- Reporting to: Trust Estates Lead
- Main Workplace: Central Trust Offices, Bridgnorth or Church Stretton
- Additional Workplace: Trust Schools/Offices as needed, travel will be required
- Post Number:
- Grade and SCP: Grade 8, SCP19 to SCP22
- Working Hours and Weeks: 37hrs, 49.17 weeks, although up to 52.14 weeks will be considered.

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of the Post

The Trust Compliance Officer will work proactively with the Trust Estates Lead and Director, Site Managers/Premises staff in schools and Trust Central staff to support schools to establish and maintain a safe and statutorily compliant environment for pupils, colleagues, and visitors. Support the Trust Estates Lead and Director, the Trust and the individual schools with documentation, record keeping, monitoring, auditing and statutory compliance processes relating to the management, safety, maintenance, and development of the Trust's estate.

Duties and Responsibilities

- Support the Trust Estates Manager and Director, Trust Schools, and the Central Team in ensuring all Trust schools are fully compliant with all current health and safety legislation. Support and coordinate Trust Schools to carry out all necessary testing, servicing and maintenance (including term maintenance) of buildings and associated installations as required by statute, regulations or best practice. Do this through operating the Trusts compliance software.
- Support premises teams, or schools, with premises matters, as necessary to support them carrying out compliance or health and safety work. Do this through supporting or arranging a contractor or through 'hands on' support themselves.
- Ensure that all accurate record keeping is in place by schools such as logging of inspections, servicing and testing is carried out and that all compliance documentation is in place. The maintenance and upkeep of all compliance and maintenance records related to the carrying out of duties described in this job description. Do this through use of the Trusts compliance software.
- To provide practical guidance, advice, and support on all compliance matters, relevant to the operations of the Trust, to all members of Trust/school staff as may be necessary from time to time in order to support legislative compliance.
- Carry out relevant risk assessments and implement control measures for risk reduction and make changes to working practices that ensure compliance with legislation, from time to time.

- Carry out a programme of regular and scheduled site visits to check compliance/maintenance records are being properly implemented – keep records of visit findings through use of the Trust compliance software. Update the relevant Headteacher of issues.
- Liaison with premises staff, external contractors, regulatory authorities, and other external agencies as directed by the Trust Estates Lead and/or Director as required.
- Procure and maintain term-maintenance and compliance contracts (or one-off maintenance/compliance services) with external specialist contractors and/or consultants as delegated by the Trust Estates Lead and/or Director.
- Assist the Trust Estates Lead and/or Director to create, maintain, monitor, review, and update Trust-wide list of approved contractors, suppliers and consultants including the assessment/review of Contractor Competence submissions for prospective inclusion on that approved list.
- Support in conjunction with Headteachers and Staff Development colleagues, the Trust-wide staff training requirements in relation to compliance, e.g., awareness training for Asbestos and Legionella.
- Manage and report on budgetary expenditure as delegated for statutory compliance/term maintenance, if required.
- Attend seminars, training and CPD events relevant to the post holder’s duties.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the Trust.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust’s Staff Code of Conduct and related policies and procedures.
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Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust’s Staff Code of Conduct and related policies and procedures.

Review and Signatures

- This job description is subject to review by the CEO/Director of Finance in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**

Person Specification

<u>Knowledge and Skills</u>	<u>Essential or Desired</u>
<ul style="list-style-type: none"> ▪ Very good understanding of construction and property management related statutory compliance requirements/legislation. 	Essential
<ul style="list-style-type: none"> ▪ Excellent working knowledge of legislative compliance requirements including but not limited to Asbestos; Legionella; Electrical Safety; Gas Safety; DEC's; Fire Risk Assessments, etc with particular emphasis on schools/the education sector. 	Essential
<ul style="list-style-type: none"> ▪ Previous experience of a compliance and/or facilities/property management/maintenance role, ideally within the education sector. 	Essential
<ul style="list-style-type: none"> ▪ A good, positive communicator able to explain compliance matters so that others understand. 	Essential
<ul style="list-style-type: none"> ▪ Experience of compliance inspections, auditing, and use of software. 	Essential
<ul style="list-style-type: none"> ▪ Confidence in working with a wide variety of staff across different settings and roles. 	Essential
<ul style="list-style-type: none"> ▪ Use of ICT software for compliance/building areas. 	Desirable
<ul style="list-style-type: none"> ▪ Confidence in using ICT to keep records. 	Essential
<ul style="list-style-type: none"> ▪ Experience of advising and liaising with others. 	Essential
<ul style="list-style-type: none"> ▪ NEBOSH Construction Certificate (or general) or other relevant qualification related to compliance. 	Desirable
<ul style="list-style-type: none"> ▪ An appropriate qualification (at level 3 or above) within the construction and/or facilities management industries. 	Desirable
<ul style="list-style-type: none"> ▪ Membership by qualification of a relevant building services professional organisation (e.g., CIBSE, IMechE, IEE, etc) would be advantageous. 	Desirable
<ul style="list-style-type: none"> ▪ A willingness to undertake qualifications as shown above if required by the Trust. 	Essential
<ul style="list-style-type: none"> ▪ Have a demonstrable commitment to CPD, developing their own skills and to maintaining up-to-date working knowledge of new developments and legislation applicable to the Academy Trust and the role. 	Essential

<p><u>Personal Skills</u></p> <ul style="list-style-type: none"> ▪ Ability to organise and plan own workload effectively, with the ability to prioritise. ▪ Good at meeting deadlines. ▪ Have a flexible, responsible, sensible, and practical approach towards compliance issues. ▪ Be willing to work flexibly and outside normal school hours if reasonably requested to do so, to support estates emergencies. ▪ Be willing to work flexibly when required to support the business and operational needs of the Trust. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Interpersonal and Communication Skills</u></p> <ul style="list-style-type: none"> ▪ A “can do” attitude and a clear view of the need for adopting a customer-focused attitude to work. 	<p>Essential</p>
<p><u>Physical Skills</u></p> <ul style="list-style-type: none"> ▪ Have the ability to effectively monitor progress and follow up on any projects or issues identified by audits and inspections. ▪ Mobility is important, access to a car (insured for business use) and a full driving license is essential. 	<p>Essential</p> <p>Essential</p>