

The Kite Academy Trust



Trust Estates, Facilities &
Compliance Coordinator
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or recruitment@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer
The Kite Academy Trust



About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



What do we offer

The contribution of all Kite employees is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive and flourish.

We offer:



Enrolment into Local Government Pension Scheme



LGPS employer contribution up to 16%



Three times pensionable salary Life Assurance cover for all staff in the Pension Scheme



A minimum of 24 days annual leave entitlement (pro-rata for part-time employees) plus bank holidays. Term time support staff receive the equivalent entitlement as holiday pay.



An additional 4 days' annual leave for support staff after 5 years' continuous service



Generous maternity, paternity and adoption entitlements



Children of staff receive priority admission to their workplace academy



Discounted childcare if your child attends a Kite School



An incredible range of employee benefits through our dedicated reward and recognition platform



Free VDU eye examinations for eligible employees



Funded flu vaccinations



Option to purchase school meals



Opportunities for training and progression



Free mental health and wellbeing support through our dedicated employee assistance programme



Sports and social clubs (e.g theatre, running & choir)



A culture of communication



Sabbatical leave



Embedded wellness training in our personal development schedule



One Team ethos across the Trust



Free Sophos anti-virus software and Microsoft Office for use at home

The Kite Academy Trust

Trust Estates, Facilities & Compliance Coordinator

25 hours per week / 52 weeks per year

Starting Salary – Kite Band 3.1: £22,645 (£32,609 FTE)

Working hours are flexible, with a start time between 8:00am and 9:00am. The successful candidate will work 25 hours per week, with either a 30-minute or 1-hour unpaid lunch break, agreed in advance with their manager.

We have an exciting opportunity for an experienced, proactive and highly capable Trust Operations, Facilities & Compliance Coordinator to join our Business Services Team. This Trust-wide role supports the coordination of operational services, facilities and statutory compliance across our family of academies, helping to ensure our schools remain safe, compliant and well supported.

Working closely with the Director of Operations, academy leaders, site colleagues and external providers, the postholder will coordinate compliance activity and provide practical support across facilities, health and safety, contracts, operational projects and service improvement.

The role would suit an organised and confident coordinator who can manage a varied workload, follow actions through and build effective relationships across a multi-site organisation.

Key Responsibilities:

- Coordinate Trust-wide operational, facilities and compliance activities.
- Monitor statutory compliance programmes, inspections, audits and remedial actions across all academies.
- Support the coordination and monitoring of facilities, maintenance and operational improvement projects.
- Maintain accurate compliance, facilities, contract and operational records.
- Support procurement, contract monitoring and service level agreement coordination.
- Produce clear operational reports, compliance dashboards and management information for senior leaders and Trustees.
- Coordinate contractor and service-provider information, access requirements and follow-up actions.
- Support health and safety, operational risk and assurance processes.
- Work collaboratively with academy leaders and site teams to identify operational priorities and support continuous improvement.
- Support business continuity, emergency planning and operational resilience arrangements.
- Support the development and implementation of Trust operational policies, procedures and systems.
- Provide coordination and project support across the wider operational remit of the Business Services Team.
- Coordinate Trust-wide statutory compliance monitoring, evidence and assurance reporting.
- Support the development and implementation of facilities and operational plans.
- Coordinate compliance assurance activity across academies and promote a consistent approach.
- Monitor operational risks relating to facilities, health and safety and regulatory compliance.
- Act as a key point of coordination between academies, site colleagues, contractors and central Trust services.
- Support internal and external audits, inspections and assurance reviews.

We are looking for someone who:

- Has relevant experience in operations, facilities, compliance, project coordination or a similar multi-service environment.
- Can analyse information and produce meaningful reports for a variety of audiences.
- Is confident coordinating contractors, suppliers and service providers.
- Has strong organisational and project coordination skills.
- Is comfortable working across multiple sites and priorities.
- Understands the importance of statutory compliance, health and safety and operational risk management.
- Can identify opportunities to improve systems, processes and ways of working.
- Is committed to delivering excellent service and building strong professional relationships.

In return we will offer you:

- A Trust which is committed to continuously improving colleague wellbeing;
- Regular support in your role as well as training opportunities;
- An incredible range of employee benefits (including retailer savings and discounts!);
- 24 days annual leave (Increasing to 28 after 5 years of service);
- Workplace pension through LGPS

The Kite
Academy
Trust
Flying high
together

Job Description

PurposePost: Trust Estates, Facilities & Compliance Coordinator

Responsible to: Estates Manager

Accountable to: Director of Operations

Role Purpose: To coordinate and support the effective delivery of Estates, Compliance and Operational Services across The Kite Academy Trust.

The postholder will coordinate Trust-wide compliance monitoring and support facilities services, maintenance programmes, contractor performance, operational projects, procurement and risk management processes.

Working closely with the Director of Operations, academy leaders, site colleagues and external partners, the postholder will help ensure statutory obligations are met, operational services are coordinated effectively and accurate information supports sound decision-making across the Trust.

The role contributes to safe, compliant and well-run learning environments while supporting consistent practice and continuous improvement across all academies. It has no line-management responsibility for administrative staff.

Role Responsibilities:

- Liaise with central colleagues and academies to support the smooth and consistent delivery of operational services.
- Work with the Director of Operations, academy leaders and site colleagues to coordinate facilities, maintenance and compliance priorities across the Trust.
- Maintain and monitor contractor documentation, permits, insurance records, certification and compliance evidence.
- Maintain project plans, action trackers and reporting documentation for facilities and operational projects.
- Support academies to keep emergency, business continuity and compliance documentation current.
- Support procurement and contract activity by maintaining specifications, records, actions and monitoring information in conjunction with the Finance Team.
- Monitor facilities and operational expenditure information to support budget oversight and value for money.
- Monitor statutory compliance, inspections, servicing and remedial actions, escalating overdue or higher-risk matters appropriately.
- Monitor operational contracts and service level agreements, including performance, review dates and follow-up actions.
- Participate in training, webinars and professional development activities to maintain knowledge and skills.
- Maintain Trust-wide compliance systems, dashboards and supporting evidence.
- Analyse compliance, facilities and operational information to identify trends, risks and priorities.
- Prepare reports for Executive Leaders, Trustees and governance forums.
- Coordinate and track actions arising from audits, inspections, compliance reviews and risk assessments.
- Support the planning and coordination of facilities, maintenance and operational improvement projects.
- Monitor contractor and service-provider performance and support contract management arrangements.
- Support business continuity and emergency planning activities.

Key Outcomes:

- Statutory compliance inspections, servicing programmes and testing schedules are accurately monitored and coordinated.
- Compliance records, certification and supporting evidence are accurate, current and audit ready.
- Facilities and maintenance works are effectively coordinated, tracked and reported.
- Contractors operate in accordance with Trust standards and statutory requirements.
- Remedial actions arising from inspections, audits and servicing activities are recorded and progressed within agreed timescales.
- Facilities and operational projects receive effective coordination support.
- Procurement, contract and expenditure information is maintained accurately and supports effective oversight.
- Academy emergency, business continuity and compliance documentation remains current.
- Trust leaders receive timely and accurate management information on operational, facilities and compliance activity.
- Positive working relationships are maintained with academies, contractors and external stakeholders.
- Trust leaders have clear visibility of compliance performance, risks and operational priorities.
- Compliance assurance processes are embedded consistently across all academies.
- Facilities and operational improvement projects are effectively coordinated and monitored.
- Procurement and contract arrangements demonstrate value for money and compliance with Trust procedures.
- Risks are identified early and escalated appropriately.

General Duties:

- Produce and maintain reports, spreadsheets, schedules and other management information as required.
- Maintain accurate facilities, contract, compliance, servicing and relevant asset records within Trust systems.
- Prepare reports, returns, records and supporting documentation across the operational, facilities and compliance remit.
- Ensure effective record management processes are followed, including document retention, archiving and secure disposal where appropriate.
- Build and maintain a good understanding of Trust sites, facilities, operational arrangements and statutory compliance requirements.
- Be aware of budgetary constraints and actively seek opportunities to achieve value for money.
- Follow all Trust policies, procedures and health and safety requirements, promoting a positive safety culture at all times.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the line manager.

Additional Information: *This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.*

Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications and experience

Candidates should have:

- | | |
|---|---|
| • GCSE Grade 4/C or above (or equivalent) in English and Mathematics. | E |
| • Good standard of general education. | E |
| • Commitment to undertaking relevant training and professional development. | E |
| • Relevant qualification in business operations, facilities, health and safety, compliance or project coordination. | D |
| • Health and safety training or qualification, or willingness to undertake it. | D |
| • Relevant training in compliance, project coordination, contracts or procurement. | D |
| • IOSH Managing Safely or equivalent. | D |
| • Project management training such as PRINCE2 Foundation, APM Fundamentals or equivalent. | D |
| • Experience coordinating operational, facilities, compliance or other multi-service activities. | E |
| • Experience maintaining accurate records, monitoring actions and producing clear reports. | E |
| • Experience working with contractors, suppliers and service providers. | E |
| • Experience managing multiple priorities and deadlines. | E |
| • Experience using management information systems and Microsoft Office applications. | D |
| • Experience within an education, public sector or multi-site environment. | D |
| • Experience supporting contracts, procurement or project delivery. | D |
| • Experience supporting health and safety, statutory compliance or assurance activity. | D |

Personal qualities

Candidates must be:

- Highly organised, methodical and able to prioritise a varied workload effectively.
- Proactive and self-motivated, with the ability to work independently and use initiative.
- Reliable, professional and trustworthy, with a high level of integrity.
- Flexible and adaptable in response to changing priorities and organisational needs.
- Committed to delivering a high-quality service and maintaining high standards of accuracy.
- Strong team player who can build positive working relationships with colleagues, academics, contractors and external stakeholders.
- Committed to continuous learning, development and improvement.
- Able to maintain confidentiality and handle sensitive information appropriately.

Skills and abilities

Candidates must have:

- Ability to produce, analyse and present reports, spreadsheets and management information.
- Effective verbal and written communication skills.
- Ability to manage multiple tasks, prioritise workloads and meet deadlines.
- Strong problem-solving skills and the ability to identify and resolve issues efficiently.
- Experience of maintaining databases, electronic records or management systems.
- Ability to liaise effectively with a wide range of internal and external stakeholders.
- Understanding of record management, document control and data accuracy.
- Ability to support compliance monitoring, inspections, servicing programmes and remedial action tracking.
- Awareness of procurement processes, financial administration and achieving value for money.
- A commitment to following health and safety procedures and promoting a positive safety culture.
- Ability to interpret compliance information and identify operational risks.
- Ability to coordinate projects and ensure actions are delivered to agreed deadlines.
- Ability to challenge appropriately and escalate concerns where necessary.
- Strong analytical skills and attention to detail.
- Ability to influence and build effective relationships across a range of stakeholders.

Safeguarding

Candidates must demonstrate:

- A commitment to safeguarding and promoting the welfare of children and young people.
- An understanding of the importance of safeguarding responsibilities within an educational environment.
- Ability to maintain appropriate professional boundaries and act in accordance with Trust policies and procedures.
- Commitment to equality, diversity and inclusion, ensuring all members of the school community are treated with dignity and respect.
- Willingness to undertake safeguarding and child protection training as required.
- Ability to recognise and report safeguarding concerns in line with Trust procedures.
- Commitment to creating a safe, secure and supportive environment for pupils, staff and visitors.

Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history – Including current employment. *Please ensure all employment dates are accurate and listed in chronological order (most recent first) Any gaps of one month or more must be explained.*
- Personal statement - *We encourage you to include as much relevant detail as possible.*
- References – *References may be requested prior to interview. If you do not wish for one or both of your references to be contacted at this stage, please email Gemma Golland at recruitment@kite.academy when submitting your application.*
- Declaration of relationships
- Equality monitoring form – *This form is not used as part of the shortlisting process.*

By submitting our application, you are confirming that you have read, understood, and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.

To apply, please complete an online application form at [Kite Academy Trust - Careers](#) or contact Gemma Golland, HR Officer at recruitment@kite.academy for further details.

Application process:

Closing date for applications: 2nd October 2026 at 12pm
Interviews: 9th October 2026
Start: ASAP

We look forward to hearing from you!

The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).

We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve

