

St Barnabas Multi Academy Trust	
Estates Operations & Compliance Co-ordinator Job Description	
Title	Estates Operations & Compliance Co-ordinator
Salary	Grade H
Working Pattern	30 hours per week, all year around (anticipated working 4 days) with the potential to increase if the trust growth requires this
Responsible to;	Estates Manager
Line Manager	Estates Manager
Purpose	To provide essential administrative, compliance, and flexible operational support to the Estates Manager and the wider Estates team across St Barnabas Multi Academy Trust. Indirect Supervisory Responsibility: Contract cleaning and other contract maintenance staff Important Functional Relationships: Internal: All staff and pupils External: Contractors, Suppliers, External enforcement Visitors
Main purpose of the role	To provide essential compliance, administrative and flexible operational support to the Estates Manager and the wider Estates team across St Barnabas Multi Academy Trust. This role is focused on strengthening administrative processes for leadership; specifically supporting alignment with the Department for Education (DfE) Good Estate Management for Schools (GEMS) framework; while acting as a flexible operational resource to assist with manual multi-person site tasks, cover team absences, and undertake hands-on work during school holiday maintenance periods.
Duties	General • Manage the trust estates compliance operation systems with a focus on ensuring all site operatives are aware of maintenance and compliance requirements and deadlines • Book & liaise with contractors as and when required and directed by the Estates Manager • Support the maintenance of the contractor compliance list and communicate this as requested • Support the Estate Manager with Health & Safety Reviews • Maintain and support organisation of the estates google drive hierarchy, ensuring compliance documentation, policies and

	operational files are structured, secure and accessible to those that need them • Support the maintenance of the Estate COSHH register including provision of on site documentation in each school • Assist Estate manager in the review and update of policies relating to health & safety and Estates • Regular site visits to each schools supporting site operatives • Raising orders, requesting quotes and supporting Estates Manager with procurement • Fleet maintenance; ensuring all trust vehicles and documentation are in order, including driver training, insurance, vehicle checks and servicing are scheduled, etc. • Line management of external SLA contractor as directed; e.g. Cleaners Health and Safety (H&S) • Ensure H&S communications are shared appropriately with staff as and when required • Oversee contractor compliance including the maintenance of a compliance database for all trust schools, ensuring letters of assurance, RAMS (Risk Assessments & Method Statements) and insurance documents are fully up to date • Support the Estates Manager with any actions for H&S information including audit reports in a reasonable timeframe. • Assist the Estate manager in ensuring the Trust is legally compliant with all matters on Health and Safety • Support the Estates manager in ensuring CPD is made available for all staff as required for Health & Safety	
Person Specification		
Attribute	Essential	Desirable
Qualifications & Training	• GCSE English and Maths (Grade C/4 or above). • Current Health & Safety qualification (or willingness to undertake).	• IOSH/NEBOSH certification. • Asbestos Awareness qualification. • COSHH training.
Relevant Experience	• Good practical knowledge of site maintenance and building operations. • Experience working with digital file management systems (e.g., Google Drive, MS SharePoint). • Proven experience in administrative coordination and record-keeping.	• Previous experience working in a school environment. • Experience in contractor management or procurement support. • Understanding of Safeguarding procedures within an educational setting.

	• Experience using online training platforms.	• Experience with compliance ticketing systems.
Skills & Knowledge	• Strong IT literacy, with specific confidence in Google Workspace (Docs, Sheets, Drive). • Excellent written and verbal communication skills. • Ability to organize and prioritize competing administrative tasks. • Understanding of basic Health & Safety principles and compliance documentation. • Ability to interpret and maintain policy/procedure documentation.	• Understanding of Department for Education (DfE) Good Estate Management for Schools (GEMS) framework. • Knowledge of fleet management processes. • Ability to support with minor budget tracking and quote comparison.
Personal Qualities	• “Can-do” positive attitude and proactive approach. • Calm and composed under pressure. • Ability to build and maintain professional relationships with stakeholders (staff, contractors, visitors). • Discreet, maintaining confidentiality at all times. • Highly adaptable and capable of managing change. • Professional, approachable, and courteous.	• Self-motivated and capable of working independently during site visits. • Demonstrates a clear commitment to the safety and welfare of children and young people.