

## Job Description: Facilities and Compliance Manager

<b>Responsible to:</b>	Trust Operations Director
<b>Job Type:</b>	Permanent, Full-Time
<b>Grade:</b>	10
<b>Hours per week:</b>	37
<b>Working weeks:</b>	All year (52 weeks)
<b>Location:</b>	Cambrian Learning Trust, Central Office
<b>Disclosure level:</b>	Enhanced DBS
<b>Date last reviewed:</b>	20/10/2025

### Summary

Reporting to the Trust Operations Director, this role is responsible for the day-to-day management and administration of facilities and health and safety across the Trust, working with our schools to ensure they understand and fulfil their legal duties. In particular, organisation and oversight of capital projects, and the reporting and monitoring of compliance activities, to support the provision of an excellent environment for outstanding teaching and learning.

The role will have responsibility of working with our schools to ensure facilities and health and safety are managed consistently with the ethos and vision of the Trust and that the central contracts and services meet legislation and best practice guidelines.

### Main Responsibilities

#### Organisation

- Manage and support the Trust Tradesperson(s), ensuring any reporting staff receive annual appraisals, training and development where appropriate.
- Be the first point of contact with key stakeholders including Head Teachers, office staff, caretakers and governors, providing support, advice and guidance on all aspects of facilities management and health and safety.
- Contribute to the planning, development, organisation and monitoring of capital and facilities management projects, support service systems, procedures and policies.
- Provide facilities management, health and safety and compliance data and reports to the Operations Director.
- Meet with the Trust Schools Head Teacher(s) and LGC representative(s) a minimum of once a year. Meetings will focus on premises condition, H&S and compliance, with the postholder working with the Operations Officer to assist and support the school/LGC with their responsibilities and effective monitoring in these areas. Work with the Operations Officer to document performance in relevant areas including but

Cambrian Learning Trust (CLT) employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at [www.cambrianlearningtrust.org](http://www.cambrianlearningtrust.org)

not limited to: premises condition, policies and procedures, risk assessments, incidents and accidents; lettings; statutory H&S and fire inspections with report outputs suitable for Board Committees.

- Meet with the Trust Schools Head Teacher(s) and LGC representatives(s) as required, advising on and contributing to discussions to facilities management and health and safety.
- Develop and maintain effective working relationships across the Trust with other Central team functions (particularly working cross functionally on projects with IT and Finance) and external parties/professionals.
- Attend team meetings and contribute to stakeholder discussions relating to facilities management, using advisory, negotiation and persuasive skills to aid understanding of their responsibilities.

## **Administration**

- Ensure that all facilities management, health and safety and compliance systems, processes and practices are consistent across the Trust (as far as practicable) for maximum efficiency.
- Develop and ensure implementation and maintenance of easily accessible and auditable records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Use manual and computerised record/information systems. Assist with development of the Trust information management systems including attending development focus groups.
- Analyse, evaluate and interpret complex data/information, and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.
- Provide support and advice to the Trust schools on facilities management related matters.

## **Buildings and Grounds**

- Arrange and manage central facilities-related contracts, services and all associated paperwork, using premises management system (currently web-based system Every).
- Arrange and manage small-scale improvement works across the Trust.
- Support Operations Director with management of Trust SCA projects.
- Assist with the implementation of a rolling programme of repairs and maintenance, advising on long term maintenance requirements to support a cost-effective proactive maintenance strategy.

- Regularly review and implement policy and guidance on the administration of lettings and hire agreements across the Trust, liaising with the schools and caretakers to ensure security arrangements are robust and that costs associated with lettings are recovered and being undertaken properly. Act as designated key holder, when required, providing out of hours and emergency access to the Trust schools.
- Support the Operations Director with development and implementation of sustainability and climate action policy and procedures, including but not limited to energy saving initiatives, waste management and reporting against agreed targets..
- Oversee the Trusts utility contracts liaising with the Trust's broker and working with our schools to consider energy saving initiatives and opportunities.
- Liaise with external contractors on reactive and planned works as required, exercising initiative and making frequent decisions as required.
- Manage central Trust contracts including attending regular review meetings and performance management.

## **Health, Safety and Security**

- Contribute to help and develop an organisational culture in which health and safety is prioritised and informs strategy, planning and decision making.
- Day to day management of Health and Safety and compliance matters across the Trust, including but not limited to policy development, accident and incident reporting, asbestos management, CCTV, first aid, fire safety management, heating and cooling, lighting, security and risk assessment, to provide advice to ensure schools are fulfilling their legal responsibilities. Liaison with the Trust external health and safety consultant should be utilised where required. Associated paperwork should be administered using the Trust information management systems.
- Assist with ensuring that all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health and Safety at Work Act; CoSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes and work is completed to the required standard.
- Work with Head Teachers to manage accident reporting, including ensuring appropriate follow up actions have taken place.
- Procure and administer insurance cover across the Trust ensuring appropriate policies are in place and manage any insurance claims.
- Develop and maintain a central register of risk assessments. Support Head Teachers and the premises team with template documentation of risk assessments ensuring compliance with all relevant legislation.
- Work with the Head Teachers to ensure the Critical Incident Management/Business Continuity Plan for each school is reviewed annually and updated.

- Work with schools to ensure systems are in place for weekly checks of the Trust/school minibuses; servicing/MOT testing and driver training/testing as necessary.
- Develop and, where required, deliver adequate and appropriate training for facilities, catering, cleaning, premises and IT staff in Health and Safety and good working practices.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- Undertake internal audits following agreed framework to ensure compliance across the Trust.

## **Contracts**

- Tender and manage a range of operational, catering, cleaning and construction contracts and all associated paperwork, ensuring appropriate terms and conditions, best value for money and quality service provision.
- Work in partnership with our catering and cleaning suppliers, and any other service delivery partners to ensure a quality and economical service to all Trust schools.

## **Projects**

- Project manage authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced when awarding contracts.
- Engage and manage professional contractor services, to ensure that services are procured in line with school financial/procurement regulations and the delivery of high quality and cost-efficient facilities management services, in line with contract specifications.

## **Finance**

- Assist with seeking, developing and managing additional income streams e.g. grants and funding opportunities.
- Undertake effective procurement processes to ensure value for money.
- Liaise with Finance regarding placing orders and processing invoices following due process.

## **Resources**

- Operate relevant equipment/ICT packages (e.g. Microsoft Word, Microsoft Excel, databases, spreadsheets, Internet) including the Trust information management systems, accident and incident reporting system and purchase order system.

## General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support different and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in, and where appropriate deliver training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.*

*Cambrian Learning Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.*

## Personal Specification

The following details criteria required for this role.

<b>Qualifications, Education and Training</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification/chartered membership in relevant discipline.</li> <li>• A recognised school business management, premises or facilities management qualification or evidence of qualification by experience.</li> <li>• A recognised health and safety management qualification or evidence of qualification by experience e.g. NEBOSH/IOSH</li> <li>• Evidence of relevant and continuous professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a multi-site business/multi-academy Trust environment at a management level.</li> <li>• Experience within a school or similar environment.</li> <li>• Experience managing staff.</li> <li>• Experience of facilities management, specifically health and safety, compliance and contract/supplier management and repair and maintenance systems.</li> <li>• Experience producing reports and writing policies and procedures.</li> <li>• Experience working with suppliers and other external parties.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of current education issues and developments.</li> <li>• Effective use of specialist ICT packages e.g. Every</li> <li>• Full working knowledge of Health &amp; Safety policies/codes of practice/legislation</li> <li>• Experience of matrix management across multi-sites</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills.</li> <li>• Excellent ICT skills.</li> <li>• Ability to organise, supervise and motivate other staff.</li> <li>• Excellent oral and written communication skills to a wide range of audiences.</li> <li>• Ability to implement systems, processes and procedures.</li> <li>• Ability to self-motivate, organise and prioritise.</li> <li>• Solutions focused, initiative drive, problem solving approach to tasks.</li> <li>• Ability to relate well to children and adults.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• Access to own transport, full, clean driving licence.</li> </ul>