



## **Job Description**

**Job Title: Buildings and Estates Compliance Officer**

**Reports to: Director of Estates and Property**

**Location: Shropshire - Across SCEAT schools (multi-site role)**

**Main base: Bridgnorth**

### **Hours:**

Up to 32 hours per week, Monday–Friday (Term Time + 3 weeks).

*The Trust is open to considering flexible working arrangements, including part-time hours or alternative contractual arrangements, for the right candidate.*

### **Salary:**

NJC Grade 6, £26,824– £28,142 per annum (pro rata), depending on experience

### **Contract:**

Permanent (subject to probationary period)

## **Purpose of the Role**

This is a new and key role within the Trust, responsible for ensuring that all statutory estates compliance requirements are met across SCEAT schools.

The Estates Compliance Officer will take a **hands-on approach**, undertaking compliance checks within designated schools while maintaining **oversight of compliance across all Trust sites**. The role combines operational delivery with strategic monitoring to ensure the Trust remains compliant with all relevant legislation, regulations, and best practice.

## **Key Responsibilities**

### **Statutory Compliance & Operational Delivery**

- Undertake and/or coordinate statutory compliance checks across designated schools, including:
  - Fire safety checks (alarms, extinguishers, drills support)
  - Emergency lighting tests/fire door checks
  - Water hygiene monitoring (including legionella controls)
  - Asbestos visual inspections
  - Electrical safety checks coordination (e.g. PAT/testing regimes)
  - General site and equipment safety checks
- Ensure all statutory inspections, servicing, and planned preventative maintenance are completed within required timescales.
- Maintain accurate, up-to-date, and auditable compliance records.

### **Monitoring, Oversight & Compliance Assurance**

- Maintain oversight of compliance arrangements across all Trust schools.
- Monitor compliance performance, identifying gaps and ensuring timely resolution.
- Work closely with school site staff to ensure consistency of standards.
- Ensure full compliance with legislation and guidance, including:
  - Health and Safety legislation
  - COSHH regulations
  - Fire safety requirements
  - Asbestos management
  - Water hygiene and electrical safety

### **Legislation & Best Practice**

- Regularly review legislative and regulatory updates and ensure implementation across the Trust.
- Communicate changes clearly to relevant staff and stakeholders.
- Work in partnership with external advisors (e.g. PR Associates, All Safety Matters).

- Support compliance with the **DfE Good Estate Management for Schools (GEMS)** guidance.

### **Health & Safety**

- Promote a proactive health and safety culture across all schools.
- Ensure contractors and staff work safely and in line with Trust policies.
- Identify, report, and escalate risks appropriately.
- Support schools in addressing health and safety issues effectively.

### **Estates Strategy & Support**

- Support the Director of Estates and Property in delivering the Trust estates strategy.
- Assist with planning and procurement of projects and service contracts.
- Work closely with site teams, offering hands-on support where needed.

### **Administrative Responsibilities**

- Maintain compliance systems, logs, and documentation.
- Produce reports to support audits and leadership oversight.
- Ensure all records are inspection-ready at all times.

### **Emergency & Site Responsibilities**

- Act as a key holder for all Trust schools.
- Respond to emergency call-outs where required.
- Travel regularly between Trust sites (mileage reimbursed).

### **General Duties**

- Contribute to wider Trust estates and health & safety strategy.
- Carry out duties in line with Trust policies and procedures.
- Undertake any other reasonable duties appropriate to the role.

## **Safeguarding**

- Ensure that all work is carried out with due regard to safeguarding, site security, and the safety of pupils, staff, and visitors.
- Be aware of and adhere to Trust safeguarding and child protection policies at all times.
- Support the maintenance of a safe and secure school environment, including ensuring that site access, contractor management, and estate operations do not compromise safeguarding arrangements.
- Report any safeguarding concerns in line with Trust procedures.

## **Person Specification**

### **Essential Criteria**

#### **Experience & Knowledge**

- Experience in estates, facilities, or site management.
- Understanding of building-related health and safety requirements (e.g. fire, water hygiene, asbestos awareness).
- Experience of carrying out or coordinating compliance checks and maintaining records.
- Knowledge of risk assessments and safe working practices.

#### **Skills & Abilities**

- Strong organisational skills with ability to manage multiple sites and priorities.
- High attention to detail and accuracy in record keeping.
- Confident in the use of IT systems, including email and Microsoft Office applications (e.g. Word, Excel, Outlook), and willing to learn and use Trust systems for compliance logging, record keeping, and reporting.
- Practical, hands-on problem-solving approach.
- Strong communication skills, able to engage with contractors and staff at all levels.
- Ability to work independently and use initiative.

#### **Personal Attributes**

- Proactive and committed to high standards.
- Flexible and adaptable in a multi-site role.
- Strong sense of accountability and ownership.
- Willingness to learn and undertake training.

### **Other Requirements**

- Full UK driving licence and access to a vehicle.
- Willingness to travel between Trust schools.
- Ability to act as a key holder and respond to emergencies.

### **Desirable Criteria**

- Experience in an education or public sector environment.
- IOSH, NEBOSH, or equivalent health and safety qualification.
- Knowledge of DfE Good Estate Management for Schools guidance.
- Experience working with compliance consultants or contractors.
- Experience supporting estates planning or projects.

### **Additional Information**

Whilst every effort has been made to outline the main duties and responsibilities of the post, this is not exhaustive. The post holder will be expected to undertake other duties appropriate to the level of the role as directed by the Director of Estates and Property or CEO. Such duties will not substantially change the general character of the post.

### **Training**

Full training will be provided for statutory compliance checks where required.