

## Newham Community Learning - Job Description

<b>Job title:</b>	Contracts and Compliance Lead
<b>Grade:</b>	PO4 (£49,056)
<b>Location:</b>	Trust Offices, Eastlea School and other Trust schools as required
<b>Job description reviewed by:</b>	CEO and Deputy CEO
<b>Is a person specification included?</b>	Yes
<b>Date reviewed:</b>	June 2026

[newhamcommunitylearning.org](https://newhamcommunitylearning.org)

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## **JOB DESCRIPTION AND PURPOSE – Contracts and Compliance Lead**

**Grade:PO4**

**Based at:** Trust Central Team Office

**Reports to:** Head of Estates

**Manages:** Estates Administrator, Site Supervisor

**Liaison with:** School site teams, SLT, external contractors, suppliers, finance team, consultants

**Responsible for:**

Supporting the management of estates-related service contracts and statutory compliance; maintaining documentation; tracking performance; line managing the Estates Administrator.

**Budget:** None

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### **PROTECTING OUR CHILDREN - SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

### **PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### **EQUAL OPPORTUNITIES**

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

### **DATA PROTECTION**

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles',



which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## **PURPOSE OF JOB**

To support the delivery of estates and facilities contracts across Trust schools, ensuring high standards of service, compliance, and efficiency. The role provides operational support to the Head of Estates, line managing the Estates Administrator to ensure smooth running of estates contract systems.

## **Key tasks and accountabilities**

In this role, the postholder will carry out the following specific duties:

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| <ul style="list-style-type: none"><li>● Support the Head of Estates in managing and monitoring estates-related contracts, ensuring service levels and KPIs are met throughout the contract tenure.</li><li>● Support development and implementation of contract procurement strategies, including tendering processes and contract negotiations</li><li>● Manage contractor relationships, ensuring value for money and high-quality service delivery. Monitor contractor performance, addressing issues and driving continuous improvement.</li></ul> |
| <ul style="list-style-type: none"><li>● Support the Head of Estates with facilities management (FM) compliance across all sites, ensuring adherence to statutory and regulatory standards.</li><li>● Maintain accurate, up-to-date documentation and compliance records across Trust sites (e.g. fire safety, asbestos, water hygiene), ensuring systems align with policies and regulations.</li></ul>  |
| <ul style="list-style-type: none"><li>● Ensure robust health &amp; safety (H&amp;S) compliance, conducting regular audits and maintaining accurate records</li></ul>   |
| <ul style="list-style-type: none"><li>● Have the lead role in the management of the PFI contract at Trust Schools, liaising with all stakeholders to ensure effective management of the contract, and setting up systems so that school staff are clear on how and to whom to report issues. It is anticipated that this will mean regular presence in these schools.</li></ul>  |



<ul style="list-style-type: none"> <li>● Liaise with school site teams, contractors, and suppliers to address operational issues and ensure consistent service delivery.</li> </ul>
<ul style="list-style-type: none"> <li>● Coordinate procurement timelines, contract renewals, supplier documentation, and reporting processes.</li> </ul>
<ul style="list-style-type: none"> <li>● Oversee budgets related to contracts and facilities, ensuring effective financial management</li> </ul>
<ul style="list-style-type: none"> <li>● Line manages the Estates Administrator, delegating tasks, supporting professional development, and ensuring effective day-to-day operations.</li> </ul>
<ul style="list-style-type: none"> <li>● Identify and manage risks associated with contracts and compliance, developing appropriate mitigation strategies</li> </ul>
<ul style="list-style-type: none"> <li>● Liaise effectively with school-based teams and central trust staff to share best practice and ensure consistency</li> </ul>
<ul style="list-style-type: none"> <li>● Assist in preparing contract performance reports for SLT, Trustees, and the Head of Estates.</li> </ul>
<ul style="list-style-type: none"> <li>● Use digital tools (e.g. spreadsheets, Google Workspace) to track data, generate reports, and support contract administration.</li> </ul>
<ul style="list-style-type: none"> <li>● Maintain professional and responsive communication with all stakeholders, promoting a positive and solution-focused working environment.</li> </ul>
<ul style="list-style-type: none"> <li>● Provide training and guidance to school and trust staff on contract and compliance matters</li> </ul>



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| <ul style="list-style-type: none"><li>● Participate in relevant training and contribute to improvements within the Estates and Contracts function.</li><li>● Contribute to development, review and updating of policies and procedures</li></ul> |
| <ul style="list-style-type: none"><li>● Undertake any other duties appropriate to the role as directed by the Head of Estates.</li></ul>   |

**Mobility:**

*You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.*

**General Duties:**

*You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.*

