



JOB DESCRIPTION

Estates Compliance Lead

Grade

Grade 8

Purpose

The Estates Compliance Lead will proactively manage statutory estates compliance and estates-related health and safety assurance across Maiden Erlegh Trust's portfolio of schools, ensuring that the Trust meets its legal duties, supports schools to manage risk effectively, provides robust assurance to senior leaders and Trustees, and embeds compliance considerations within capital programmes, estates strategy implementation and sustainability objectives.

Staff Responsibilities

Line management responsibility

Deployment

Cross-Trust deployment. The postholder will be required to support and travel to all Maiden Erlegh Trust schools.

Financial Accountability

No direct budgetary responsibility, but the postholder contributes to value-for-money decisions and compliance-related expenditure.

Key accountabilities

- Ensure Trust-wide statutory estates compliance and estates-related health and safety assurance supports safe, compliant and effective learning environments.
- Provide professional support to schools and site teams.
- Monitor, track and escalate estates-related risk and non-compliance.
- Maintain accurate and auditable compliance records.
- Deliver assurance to senior leaders and Trustees that legal duties are being met.



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- Ensure compliance systems and processes are efficient, consistent and reduce duplication.
- Support effective preparation for governance and compliance meetings.
- Contribute to capital programmes, procurement activity, estates strategy implementation, sustainability objectives and longer-term estates risk management.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also build positive, professional relationships with site teams and other colleagues across Maiden Erlegh Trust, supporting a collaborative and consistent approach to strong compliance performance.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community. The postholder will be required to support and travel to all Maiden Erlegh Trust schools, promoting collaboration, consistency of approach, and the sharing of effective practice across the Trust.

Main duties and accountabilities

Teaching and Learning

- Take operational responsibility for estates-related statutory compliance across the Trust, ensuring that school environments remain safe, compliant and able to support teaching and learning.
- Maintain accurate, auditable compliance records and certification for all Trust schools.
- Ensure compliance arrangements align with the Health and Safety at Work etc. Act 1974.
- Ensure compliance arrangements align with relevant Approved Codes of Practice.
- Ensure compliance arrangements align with DfE School Estate Management Standards.



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- Support schools in identifying required risk assessments and maintaining a consistent and effective bank of risk assessments.
- Promote consistent Trust-wide procedures, standards and best practice.
- Provide professional guidance and support to School Site Managers on statutory compliance, risk management and safe systems of work.
- Act as a key point of contact for schools on estates compliance and health and safety matters.
- Provide operational site and project support during peak workload periods or where additional capacity is required.

Assessment

- Undertake regular site-based compliance and health and safety inspections.
- Monitor and track remedial actions, ensuring timely closure of risks.
- Support schools in the management of internal and external estates compliance and health and safety audits, ensuring consistency of approach across the Trust.
- Ensure effective tracking, follow-up and closure of audit actions.
- Prepare compliance reports, dashboards and assurance information for senior leaders and Trustees.
- Provide evidence and reporting to support governance, external inspections and regulatory audits.
- Ensure accurate data management, audit trails and reporting across compliance systems.
- Contribute to the continuous improvement of the Trust's estates compliance framework.

Behaviour Management and Student Wellbeing

- Act as the Trust's operational lead for estates-related health and safety systems.
- Support investigation of estates-related accidents, incidents and near misses.
- Escalate significant risks or non-compliance to the Estates and Sustainability Manager promptly.
- Promote a positive health and safety culture across the Trust.
- Identify training needs and support competence development of site staff.
- Keep abreast of changes in legislation and best practice and advise accordingly.
- Contribute to longer-term estates risk management, resilience planning and strategic development.



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Pastoral and Inclusion

- Manage compliance arrangements relating to fire safety, including Fire Risk Assessments, action tracking and evacuation arrangements.
- Manage compliance arrangements relating to asbestos management, including surveys, registers, re-inspections and contractor controls.
- Manage compliance arrangements relating to legionella and water hygiene.
- Manage compliance arrangements relating to gas safety.
- Manage compliance arrangements relating to electrical safety, including EICRs and PAT/EET.
- Manage compliance arrangements relating to lifting equipment, work equipment and other statutory duties, including LOLER and PUWER.
- Support schools to maintain safe environments that protect students, colleagues and visitors.
- Support effective risk management arrangements that enable schools to respond consistently to estates-related health and safety matters.

Trust Culture

- Work in partnership with the Trust's appointed health and safety advisors and external compliance systems, including Iam Compliant and Pharos Response.
- Support the development of consistent compliance processes across all schools.
- Work in partnership with the Trust Estates and Sustainability Manager and the Contracts and Procurement Manager to ensure safe and compliant contractor engagement.
- Support the review and development of Trust estates and health and safety policies and procedures.
- Provide input into estates sustainability initiatives, ensuring alignment with statutory compliance, health and safety requirements and environmental regulations.
- Promote collaboration, consistency of approach and the sharing of effective practice across the Trust.

Other

- Provide estates compliance and health and safety input to Trust capital projects and maintenance programmes, ensuring statutory compliance is embedded from planning through to delivery.



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- Provide specialist estates compliance and health and safety input to procurement processes, including advising on the suitability, competence and performance of contractors and preferred suppliers.
- Contribute to value-for-money decisions and compliance-related expenditure.
- Carry out any other duties appropriate to the role, as directed by the line manager.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise

Other requirements and responsibilities

- Enhanced DBS clearance required.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.
- Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.