



HCAT

**Estates and Compliance
Coordinator**

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Job Description – Estates and Compliance Coordinator

Job Title:	Estates and Compliance Coordinator
Grade:	Grade 3
Responsible to:	Estates Operations Manager/Director of Estates
Date Agreed:	21.08.2026

Purpose of the Post:

To provide high-quality administrative support to the Trust's Estates function, ensuring that estates records, compliance documentation, maintenance schedules and related information are accurately maintained and effectively coordinated. The postholder will assist the Director of Estates and Estates Operations Manager in the delivery of an efficient estates service by supporting established administrative processes and maintaining effective communication with schools, contractors and other stakeholders.

The postholder will work within established procedures and guidance, exercising initiative in organising and prioritising routine work. Responsibility for technical estates matters, statutory compliance decisions, contract management, budget management and the authorisation of work remain with senior estates staff.

Duties and Responsibilities:

Estates Compliance and Administration

- Maintain compliance records and produce information to support the Estates Operations Manager in monitoring statutory compliance requirements.
- Maintain accurate and up-to-date compliance records, ensuring documentation is securely stored and readily accessible.
- Coordinate planned maintenance activities and inspections under the direction of the Estates Operations Manager.
- Maintain central records of statutory inspections, servicing schedules and compliance checks.
- Maintain and update the Trust Asset Register in accordance with established procedures and under the direction of senior estates staff.
- Obtain, collate and organise quotations for repairs, maintenance works and procurement activities for review by the Estates Operations Manager.
- Maintain records relating to equipment servicing and provide administrative support to site teams in relation to compliance requirements.
- Ensure records of risk assessments, contractor documentation and liability insurance are maintained and available when required.

Contractor and Supplier Coordination

- Liaise with contractors, suppliers and external agencies to support the delivery of estates work across Trust sites. The postholder will not manage contractor performance, approve works, or authorise expenditure.
- Coordinate repair and maintenance visits, acting as a point of contact between contractors and site teams.
- Maintain records of contractor accreditations, insurance documentation, health and safety policies and other compliance information.

Financial and Procurement Support

- Assist with financial administration relating to estates activities, including purchase order requisitions, delivery notes and quotations.
- Prepare and collate information required by the Estates Operations Manager for budget monitoring purposes.
- Provide administrative support for procurement activities, ensuring records are maintained in line with Trust procedures.

Trust Systems

- Maintain and update the Estates section of the Trust SharePoint site to support communication, document management and information sharing.
- Use Trust systems effectively, including Microsoft Office, SharePoint and other digital platforms to support estates operations.

Health and Safety Support

- Provide administrative support for Health and Safety audits, inspections, compliance records and associated actions.
- Maintain records in accordance with Trust policies, GDPR requirements and information governance procedures.
- Support the coordination of estates-related training and development activities, including booking external courses and maintaining training records.
- Process orders for personal protective equipment (PPE) and maintain accurate associated records.

Estates Projects and Development

- Provide administrative support for estates improvement and capital projects led by senior estates staff.
- Contribute to the continuous development of estates systems, procedures and record-keeping processes.
- Support the effective communication and implementation of estates-related initiatives across the Trust.

Safeguarding Responsibilities

- A commitment to safeguarding and promoting the welfare of children and young people.
- Adhere to statutory guidance and Trust safeguarding procedures.
- Be vigilant to signs of abuse or neglect and report concerns immediately in line with Trust procedures.
- Contribute to a strong safeguarding culture across the Trust.

General Responsibilities

- Uphold the values and ethos of the Trust.
- Promote equality, diversity and inclusion in all aspects of the role.
- Work collaboratively with colleagues across the Trust and its schools.
- Participate in training, professional development and performance review.
- Comply with all relevant policies, including Health and Safety, Data Protection and Safeguarding.
- Undertake other duties appropriate to the grade, as directed by the Estates Operations Manager, Director of Estates or Trust leadership.

To undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Estates Operations Manager, Director of Estates or Trust leadership.

This job description is not exhaustive and may be reviewed and amended, in consultation with the postholder, to reflect changes in organisational requirements, statutory guidance or the strategic direction of the Trust.

Employee Specification – Estates and Compliance Coordinator

Criteria Number	Attributes	Criteria	How Identified	Rank
1	Qualifications and Training	GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	Application form / Interview	Essential
2		Commitment to undertaking training relevant to the role and maintaining awareness of regulatory requirements.	Application form / Interview	Essential
3	Experience	Experience in an administrative role, preferably within estates, facilities or property-related services.	Application form / Interview	Essential
4		Experience of using computerised administration systems and data bases to maintain accurate records.	Application form / Interview	Essential
5		Experience of managing competing priorities and meeting deadlines.	Application form / Interview	Essential
6		Experience of using financial management system.	Application form / Interview	Desirable
7	Knowledge	Awareness of statutory compliance requirements within estates, facilities, or property management.	Application form / Interview	Essential
8		Knowledge of compliance requirements within education settings.	Application form / Interview	Desirable
9	Skills	High level of accuracy and attention to detail.	Application form / Interview	Essential
10		Good IT skills, including the use of Microsoft Office applications, particularly Word, Excel, and Outlook.	Application form / Interview	Essential
11		Excellent organisational skills with the ability to prioritise workload effectively.	Application form / Interview	Essential
12		Strong communication and customer service skills, with the ability to work effectively with colleagues, contractors, and external stakeholders.	Application form / Interview	Essential
13		Ability to identify issues and refer matters appropriately.	Application form / Interview	Essential
14	Personal Qualities	Ability to work independently and as part of a team.	Application form / Interview	Essential
15		Commitment to safeguarding and promoting the welfare of children.	Application form / Interview	Essential

16	Compliance	Willingness to comply with Trust policies (Safeguarding, Health & Safety, GDPR).	Application form / Interview	Essential
17	Additional Factors	Willingness to contribute to wider Trust activities.	Application form / Interview	Essential
18		Ability to travel between sites when required.	Application form / Interview	Essential