



Candidate Information Pack

Trust Senior Facilities and Compliance Manager

1 Year (Fixed Term), Full time (40 hours per week)

Salary: £48,480 - £53,702 per annum (depending on experience)



Our Story

Thank you for your interest in this important role within Kingston Educational Trust. As our Trust continues to grow and mature, we are delighted to invite applications from ambitious and values-driven professionals who are excited by the opportunity to shape and support outstanding educational environments across our family of schools.

Kingston Educational Trust was established to deliver exceptional education for the communities we serve, building on the success and strong foundations of The Kingston Academy, which opened in September 2015 through a unique partnership between Kingston University, Kingston College and the Royal Borough of Kingston upon Thames. These organisations continue to form our Trust membership today and underpin our collaborative, civic-minded ethos.



Mrs Sophie Cavanagh
Headteacher, TKA
Executive Director, KET

The Kingston Academy has quickly secured a national reputation for excellence, with outstanding GCSE and A Level outcomes and a strong commitment to inclusion, including becoming a school of choice for young people with special educational needs. In January 2022, we were proud to welcome Fern Hill Primary School into Kingston Educational Trust, marking an important milestone in our development as a multi-academy trust.

Our distinctive Trust composition places us in a unique position to develop, grow and support our staff, while ensuring that our schools benefit from high-quality central expertise and strategic leadership. This is an exciting time to develop your career with Kingston Educational Trust as we continue on our journey of excellence. For further details about the role, please refer to the information contained within our Job Packs, including opportunities to visit our schools in person. We would be delighted to meet you.

Trust Senior Facilities and Compliance Manager

About the Role

We are seeking an experienced and proactive facilities professional to lead the management of our shared estate and statutory compliance across two successful schools within the Trust.

This is a senior operational leadership role with responsibility for ensuring our schools provide safe, secure, compliant and inspiring environments in which pupils and staff can thrive. The successful candidate will lead facilities operations at The Kingston Academy while overseeing compliance and estates standards across both schools.

Working closely with Headteachers and senior leaders, you will play a key role in shaping the strategic management of the Trust's estate, driving continuous improvement, ensuring regulatory compliance and delivering excellent service standards.

**"Fern Hill
consistently
outperforms both
local and national
averages in
Reading, Writing,
and Maths"**



Role Information

What You Will Be Responsible For

Strategic Estates and Facilities Leadership

- Providing leadership for all aspects of facilities and estates management across the Trust.
- Ensuring buildings and grounds are safe, compliant, well maintained and fit for educational purposes.
- Developing and implementing planned maintenance programmes and improvement initiatives.
- Supporting long-term estate planning and investment decisions.

Compliance and Risk Management

You will act as the Trust's lead officer for statutory estates compliance, ensuring robust systems and processes are in place. You will ensure that all statutory inspections are completed, compliance records are maintained, and any remedial actions are addressed promptly and effectively.

**"TKA is one of
the top 50
happiest
schools in the
UK"**
The Times



Role Information

Health, Safety and Wellbeing

You will champion a positive health and safety culture by; Leading inspections and audits, Supporting risk management processes, Investigating incidents and implementing lessons learned, Providing professional advice to school leaders on health and safety matters.

Leadership and Team Management

You will lead and develop a dedicated facilities team, creating a culture of accountability, collaboration and continuous improvement.

Responsibilities include; Line management and staff development, Performance management and appraisal, Workforce planning and succession development, Promoting staff wellbeing and engagement.

Contractor and Financial Management

You will oversee contractor performance and procurement activities to ensure services are delivered safely, effectively and provide excellent value for money. You will also manage delegated budgets, monitor expenditure and support the delivery of capital and maintenance programmes.

Role Information

About You

We are looking for a highly organised and solution focused professional who can balance strategic thinking with operational delivery.

You will bring:

Essential Experience

- Significant experience in facilities, estates or property management.
- Strong knowledge of statutory compliance and health and safety legislation.
- Experience managing contractors, maintenance programmes and budgets.
- Proven leadership and people management experience.
- Excellent organisational and problem-solving skills.

Qualifications

- NEBOSH General Certificate (or equivalent Level 3 Health & Safety qualification). GCSE English and Mathematics (or equivalent).
- IOSH Managing Safely qualification or willingness to obtain.



Why You, Why Us

Desirable

- Experience working within schools, academies or public sector organisations. Membership of IWFM.
- Additional qualifications in Fire Safety, Asbestos or Legionella management. Experience using compliance management systems.

Why Join Us?

This is an exciting opportunity to make a significant impact across a growing and ambitious Trust. You will join a collaborative and supportive leadership team committed to providing outstanding learning environments for our pupils and staff.

We offer:

- A varied and rewarding leadership role.
- Generous pay-scales, regularly paying 1% higher than National Support Staff Pay Scales.
- Employees Assistance Programme, Free eye test.
- Opportunities for professional growth and development.
- A supportive and values-driven working environment.



Why You, Why Us

Application Process

Applicants should complete an application using the link on the right of this page. We reserve the right to close the application portal prior to the closing date stated in the advert. Visits to the school by prospective candidates are welcomed, but not essential, and can be arranged by contacting Emily Kyprianou, Assistant to our Executive Director ekyprianou@kingstoneducationaltrust.org.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people.

To find out more about our Trust, please
visit our website:

www.kingstoneducationaltrust.org

To make a direct application, please visit
our vacancy page (hover over image) on
mynewterm:



How to Apply

Safeguarding and Safer Recruitment Statement

Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Equalities Statement

At Kingston Educational Trust, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

