

PERSON SPECIFICATION – Contracts and Compliance Lead

	Essential	Desirable
Qualifications and Training	<p>GCSEs including English and Maths (Grade 4/C or above)</p> <p>Relevant admin, estates or compliance qualification (or willingness to train)</p> <p>Possession of a valid IOSH Managing Safely certificate (equivalent or willingness to work towards health and safety qualification).</p> <p>NEBOSH qualification or willingness to work towards relevant Health and Safety qualifications within 12 months of appointment</p> <p><i>Willingness to work towards such qualifications within an agreed time frame and/or demonstration of the ability to work with appropriate level of expertise may also be considered.</i></p>	<p>Professional health and safety training or workplace safety training.</p>
Experience	<p>Supporting estates or facilities contracts in a multi-site or public sector setting</p> <p>Demonstrate a sound understanding of workplace health and safety legislation and best practices.</p> <p>Supervising or line managing staff</p> <p>Working with contractors or service providers</p>	<p>Supporting procurement and tender processes</p>

newhamcommunitylearning.org

Tel: 0203 102 4002 | Email: ceo.pa@newhamcommunitylearning.org | [@NCLTrust](https://twitter.com/NCLTrust)
Newham Community Learning, Pretoria Road, London E16

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	Maintaining compliance or service records	
Professional Values	<p>Committed to safeguarding and promoting the welfare of pupils</p> <p>Demonstrates respect for equality, diversity, and inclusion</p> <p>Upholds high standards of accuracy, integrity, and compliance</p> <p>Understands and adheres to data protection and confidentiality requirements</p>	
Skills	<p>Strong organisational and record-keeping skills</p> <p>Confident communicator with internal and external stakeholders</p> <p>Accurate, detail-oriented, and process-driven</p> <p>Ability to use spreadsheets and shared platforms for tracking</p>	
Personal Characteristics	<p>Reliable, responsible, and professional in approach</p> <p>Proactive and solution-focused in responding to issues</p> <p>Flexible and able to adapt to changing demands across multiple sites</p> <p>Builds positive working relationships with a range of stakeholders</p>	
Other	Willing to travel between school sites across the Trust	

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.

