



ESTATES OFFICER

Contract Type:	Permanent
Working Hours:	37 Hours per week – 52 Weeks
Salary:	Grade 6 Pt 15 - 18 (£30,024 - £32,597 Actual Salary)
Location:	Core Team
Reporting to:	Operations Manager
Key Relationships:	Operations Manager, Estates Team, Estates Assistant, Headteachers

Working alongside the Operations Manager and other members of the operations team, the Estates and Compliance Officer plays a key role in supporting the effective delivery, management and coordination of the Trust's growing business services function. This role ensures that Trust operations run smoothly, safely, and in compliance with relevant regulations, while providing excellent service to internal and external stakeholders. The role will include but not be exhaustive and will operate and support the Headteacher's, Staff, Trustees and academies.

Primary responsibilities and duties**OPERATIONAL SUPPORT**

- Coordinate day-to-day operations, including estates and facilities operations, including maintenance, repairs, cleaning, and security.
- Act as the first point of contact for estates-related queries and issues.
- Work in collaboration with the estates team to manage and triage inbound support tickets.
- Liaise with contractors and suppliers to request quotes, coordinate site visits, and monitor delivery.
- Be involved with the creation, monitoring, upholding, providing support and advising on SLAs and KPIs
- Prepare documentation associated with the planning and delivery of estates projects, such as refurbishments, relocations, or sustainability initiatives.
- Monitor project timelines, budgets, and contractor performance against key milestones and be responsible for first stage escalation.
- Maintain estates databases, asset registers, and service logs.
- Analyse information held and propose actions to ensure the compliance and support risk management.
- Select and collate relevant information for reports and prepare documentation for estates activities.
- To raise requisitions for Operations activities and to take responsibility for ensuring goods/services have been received and are to the required quality before invoice approval.
- Provide Line Management to Site Staff.

COMPLIANCE, HEALTH AND SAFETY

- Support health and safety compliance across the estate, including tracking the schedule of risk assessments, Health & Safety audits, Fire Risk Assessments, and other statutory inspections.



- Monitor, manage, maintain and coordinate the PPM (Planned and preventative maintenance) schedule and compliance matrix.
- Maintain accurate and thorough records of estates activities including, maintenance schedules, inspections, service logs, and compliance documentation, using judgement to escalate when required.

CUSTOMER SERVICE

- Provide proactive and professional support to staff, customers, contractors and suppliers, and visitors.
- Promote a safe, clean, and welcoming environment across all sites.
- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

This role has flexibility and there may be the opportunity to work at an academy or group of academies and or at home for part of the week with travel to Head Office and visits undertaken to all the Academy's during the course of the year.

**Person Specification**

Essential	Desirable	Measure
Qualifications		
<ul style="list-style-type: none"> Experience of working within a MAT or School 	<ul style="list-style-type: none"> Relevant H&S Qualification Experience in an Estates role, preferably within public setting. 	Application Form/Interview
Experience		
<ul style="list-style-type: none"> Have trade experience and or knowledge to support and understand quotes and works being quoted for and costed. Strong analytical and problem-solving abilities. Ability to offer solutions and fault find Have the ability to communicate effectively with all stakeholders 	<ul style="list-style-type: none"> Be qualified in a trade related discipline 	Application Form/ Interview
Knowledge		
<ul style="list-style-type: none"> Competent IT user Competent with compliance software The ability to provide data and present to managers and directors 		Application Form/Interview
Personal Attributes		
<ul style="list-style-type: none"> Ability to prioritise workload and work to deadlines Approachable and able to work as part of a larger team supporting others Demonstrate a strong customer focussed approach to all Willing to act on own initiative Good organisational skills Willingness to adopt a flexible and collaborative approach to tasks Ability to visit sites across the Trust to support as required 		Application Form/Interview