



PERSON SPECIFICATION

Estates Compliance Lead

Qualifications, training and education

- Essential: NEBOSH General Certificate in Occupational Health and Safety or equivalent Level 3 qualification.
- Essential: IOSH Managing Safely or equivalent, with commitment to achieve NEBOSH if not already held.
- Essential: Demonstrable competence in estates statutory compliance, including fire safety, asbestos, water hygiene, gas safety and electrical safety.
- Essential: Evidence of continuous professional development.
- Essential: Good general education, including GCSE English and Maths or equivalent.
- Desirable: Membership of IOSH, IWFM, IEMA or equivalent.
- Desirable: Health and safety auditing or inspection training.
- Desirable: Formal asbestos management training.
- Desirable: Experience of electronic compliance systems, such as Iam Compliant.

Skills and abilities

Technical skills

- Substantial experience in estates compliance and/or health and safety management.
- Knowledge of UK health and safety legislation and estates compliance requirements.
- Experience of working in complex or multi-site environments.
- Ability to assess and prioritise estates-related risks in order to support safe, compliant and well-managed school environments to support risk management impact.
- Understanding of audit and assurance processes, with the ability to translate findings into clear, actionable improvements.
- Ability to interpret technical information and communicate it clearly to non-specialists.
- Confidence in working with contractors and external stakeholders.
- IT skills, including Microsoft and Google platforms.
- Practical, hands-on ability to manage and maintain school facilities and undertake routine repairs.
- Desirable: Experience within education, local authority or Multi Academy Trust environments.
- Desirable: Experience of reporting to senior leaders or governance bodies.



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Communication

- Ability to influence, support and constructively challenge colleagues at all levels.
- Ability to communicate estates compliance and health and safety information clearly to support consistent practice across multiple settings to support Trust-wide consistency.

Organisation and planning

- Ability to maintain accurate records and track actions across multiple sites.
- Organisational skills and attention to detail.

Personal qualities

- Commitment to maintaining safe, compliant and well-managed school environments that support pupils, colleagues and visitors to support role purpose.
- Line Management
- Demonstrate empathetic leadership of your team
- Confident in holding difficult, sensitive or challenging conversations with team members.
- Approachable and flexible, with good listening skills to support managing and co-ordinating a team.

Line Management

- Demonstrate empathetic leadership of your team
- Confident in holding difficult, sensitive or challenging conversations with team members.
- Approachable and flexible, with good listening skills to support managing and co-ordinating a team.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced DBS clearance required.