

Post Title: Trust Senior Facilities and Compliance Manager

Salary: The Kingston Educational Trust Operations Pay Scale Grade I, Spinal Point 34-39 £48,480 - £53,702

Reporting to: Executive Director

Responsible for: Facilities Team in (Secondary School)

Contract: 1 Year Fixed Term (to be reviewed in June 2027)

Hours: 40 per week, All year round

Job purpose

To provide strategic and operational leadership for facilities management and statutory compliance across the Trust estate, ensuring both schools operate within safe, secure, compliant and well-maintained environments.

The postholder will lead facilities operations for the secondary school and provide professional support and oversight to the primary school, ensuring a consistent and high quality approach to estate management across the Trust.

The role is responsible for maintaining statutory compliance, driving continuous improvement and ensuring that the estate supports the delivery of outstanding educational provision.

Key Responsibilities

1. Strategic Leadership

- Support the Executive Director in the development and implementation of the Trust's estates strategy.
- Contribute to long-term estate planning and capital investment priorities.
- Develop systems and processes that promote consistency and efficiency across both schools.
- Provide professional advice and guidance to senior leaders on estates, compliance and health and safety matters.
- Promote a culture of continuous improvement and high standards of service delivery.

2. Facilities and Estates Management

- Lead operational facilities management for The Kingston Academy.
- Provide support and oversight to facilities operations at Fern Hill Primary School.
- Ensure all buildings, grounds and infrastructure are safe, secure and maintained to a high standard.
- Develop and oversee planned preventative maintenance programmes.
- Coordinate reactive maintenance activities and emergency repairs.
- Monitor estate condition and identify improvement priorities.
- Oversee cleaning, grounds maintenance, security, waste management and other support services.
- Participate in business continuity and emergency planning arrangements.

3. Statutory Compliance

Lead and coordinate all aspects of statutory estates compliance across the Trust, including:

- Fire Safety

- Asbestos Management
- Legionella Control
- Gas Safety
- Electrical Safety
- Emergency Lighting
- Fire Alarm Systems
- Lifting Equipment and Pressure Systems
- PAT Testing
- Fixed Equipment and Playground Inspections

Responsibilities include:

- Maintaining compliance management systems and records.
- Scheduling inspections, servicing and statutory testing.
- Monitoring contractor performance and ensuring timely completion of remedial works.
- Ensuring accurate and auditable compliance documentation.
- Preparing evidence for internal and external audits and inspections.
- Supporting inspections by regulatory bodies and external agencies.

4. Health and Safety

- Promote and maintain a positive health and safety culture across the Trust.
- Undertake regular workplace inspections and audits.
- Support and monitor risk assessment processes.
- Investigate accidents, incidents and near misses.
- Ensure corrective actions are implemented and monitored.
- Monitor compliance with health and safety legislation and Trust policies.
- Support the Executive Director in health and safety reporting and assurance activities.

5. Contractor and Procurement Management

- Procure contractors and services in accordance with Trust financial regulations.
- Obtain quotations and ensure value for money.
- Review Risk Assessments and Method Statements (RAMS).
- Monitor contractor performance and service level agreements.
- Ensure contractors comply with safeguarding, health and safety and statutory requirements.
- Maintain effective relationships with suppliers and external partners.

6. Leadership and People Management

- Provide effective line management to the Deputy Facilities Manager and secondary facilities team.
- Conduct regular supervision meetings and annual appraisals.

- Manage performance and support professional development.
- Identify training and succession planning requirements.
- Promote staff wellbeing and engagement.
- Foster a culture of teamwork, accountability and continuous improvement.

7. Financial Management

- Monitor delegated facilities budgets and expenditure.
- Ensure procurement activities deliver best value.
- Raise purchase orders and manage financial processes in accordance with Trust procedures.
- Support the planning and delivery of maintenance and capital programmes.
- Provide financial information and reports as required.

General Responsibilities

The postholder will:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Comply with all Trust and School policies and procedures, including those relating to child protection, health and safety, security, confidentiality, equality, and data protection (UK GDPR).
- Maintain confidentiality and ensure compliance with all relevant legislation and statutory guidance.
- Identify, assess, and minimise risks to health, safety, and security within the school environment.
- Contribute positively to the overall ethos, aims, and values of the School.
- Build and maintain constructive relationships with colleagues, external agencies, and other professionals.
- Recognise their own strengths and areas of expertise, using these to support and advise others where appropriate.
- Participate in training, continuous professional development, performance management, and other learning activities as required.
- Undertake administrative responsibilities as part of the wider school administration team.
- Carry out additional duties appropriate to the grade and responsibilities of the post, as reasonably required to meet the needs of the School.

Safeguarding

Safeguarding and promoting the welfare of children and young people is the responsibility of all staff. All employees are expected to remain vigilant and report any concerns about a pupil's welfare immediately to the Designated Safeguarding Lead (DSL), in accordance with the School's Safeguarding and Child Protection Policy.

All staff must ensure they are familiar with safeguarding procedures and seek guidance from the Designated Safeguarding Lead whenever necessary.

Additional Requirements

The postholder will:

- Support and promote the School's vision, values, and strategic aims.
- Implement School policies with a commitment to high standards, high expectations, and excellent outcomes for pupils.

- Maintain an awareness of safeguarding and child protection responsibilities relevant to their role, including activities such as educational visits and the monitoring of visitors to the School.
- Attend relevant internal and external meetings as required.
- Carry out all duties in accordance with the School's Equality, Diversity and Inclusion policies, treating colleagues, pupils, parents, and visitors with fairness, dignity, and respect, and promoting a positive and inclusive working environment.

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check, including a barred list check where appropriate, and will also be subject to checks to ensure they are not prohibited from working with children.

Before appointment, applicants must disclose any convictions, cautions, reprimands, warnings, or bind-overs, including those considered spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. Failure to disclose relevant information may result in the withdrawal of an offer of employment or termination of employment.

A criminal record will not necessarily prevent appointment. Each case will be considered on its individual merits, taking into account the nature of the offence, the circumstances, and its relevance to the role.

Trust Senior Facilities and Compliance Manager – Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
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.	✓	
First Aid at Work qualification.	✓	
Membership of IWFM.		✓
NEBOSH Fire Certificate.		✓
Asbestos Duty Holder Training.		✓
Legionella Responsible Person Training.		✓
Experience		
Significant experience in facilities, estates or property management.	✓	
Experience managing statutory compliance programmes.	✓	
Experience of planned preventative maintenance and asset management.	✓	
Experience managing contractors and service providers.	✓	
Experience managing budgets and procurement activities.	✓	
Experience leading and developing teams.	✓	
Experience operating within a customer-focused environment.	✓	
Experience within schools, academy trusts or the public sector.		✓
Experience managing multi-site estates.		✓
Knowledge and Skills		
Detailed understanding of health and safety and statutory compliance requirements.	✓	
Knowledge of building maintenance and facilities management best practice.	✓	
Strong organisational and project management skills.	✓	
Excellent communication and interpersonal skills.	✓	
Strong analytical and problem-solving abilities.	✓	
Ability to prioritise competing demands and manage multiple projects.	✓	
Strong ICT and reporting skills.	✓	
Ability to build effective relationships with stakeholders at all levels.	✓	
Personal Attributes		

Professional, approachable and resilient.	✓	
Highly organised and self-motivated.	✓	
Calm under pressure and able to respond effectively to emergencies.	✓	
Flexible and adaptable.	✓	
Strong customer and service focus.	✓	
Commitment to high standards and continuous improvement.	✓	
Commitment to safeguarding and equality, diversity and inclusion.	✓	