



Job Description

Job Title: Site and Compliance Coordinator

Reporting to: Estates Officer Grade: 9

Accountable for: Site Supervisors

Purpose of the Post

To manage the premises, compliance and health & safety across four primary academies. Where the geographical cluster of academies includes PFI sites and buildings, much of the direct premises related management will not apply but the role will involve discharging the Trust's compliance and health & safety liabilities through the service provider. To be responsible for the day to day operational management, safety and security of the four academy sites and ensuring they are safe for all users, and any academy managed capital projects of less than £50,000 in value.

Main Duties and Responsibilities

- Manage site support staff, allocating workloads according to skill level, ensuring training and developing staff and ensuring effective communication.
- Oversee the buildings maintenance systems and provide Principals and Executive Principals with recommended solutions to building issues that cannot be resolved in-house.
- Manage any in-house cleaners, or if cleaning is not in-house, manage the cleaning contract, in both cases to ensure a high standard of cleanliness on sites, internal and external.
- Ensuring effective security procedures for each site's buildings and grounds. This will involve ensuring secure opening and closing of the premises including gates, doors, windows, fire exits, alarms etc. both in the routine operation/use of the site by the academies, but also in the event of lettings, functions, maintenance and emergency services as required, which may be outside normal working hours.
- If lettings are in place, complying with any instructions from the Principals concerning procedures and ensuring lettings are carried out as per the letting agreement and monitoring the sites to identify any breaches by hirers.
- Ensure the moving of school furniture by site staff is undertaken with due regard to current Health and Safety and Lifting and Manual Handling regulations and that staff are trained accordingly.
- Undertake regular site inspections (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary, and undertake any other site related Health and Safety work as required.

- Complete risk assessments or commission specialist risk assessments (such as Fire Safety Risk Assessments and Legionella Risk Assessments/Water Management) in relation to any premises/site related concerns on all sites and take/manage any corrective action where necessary.
- Manage premises/site related statutory compliance across the sites. This will involve: commissioning contractors undertaking compliance activities, checks and inspections, actioning reports and budgeting for and ensuring remedial works are completed, maintaining the Every system and data, and engaging with the Trust regarding audits and data collections.
- Managing the sites' premises budgets, raising requisitions for each site and complying with finance/procurement standing orders, processes and procedures at all times, ensuring that all works are carried out within the confines of allocated budgets, and being mindful of best value. Ensuring the Trust Scheme of Delegation is followed at all times.
- Produce a rolling 3-year premises budget plan for all sites. This will involve annually reviewing the plan, and drawing down from that plan, maintaining and managing schedules of works to ensure that all the sites are kept operational. This will involve prioritising work as appropriate within and between years, and managing any minor repairs or work requiring external contractor intervention.
- Manage capital projects of under £50,000 from conception to completion, which will include: formulating capex bids and business cases, complying with finance and procurement procedures in commissioning, managing contractors, and ensuring high standards of workmanship. Act as the liaison/day to day contact on site between contractor, academy & Trust for Trust managed projects of over £50,000.
- Ensuring accurate records are kept of all work carried out and liaise with Principals and Executive Principal and the Estates Department over prioritising work to be done.
- Ensure all contractors working on any of the sites for any purpose, are DBS enhanced cleared in liaison with the HR & Business coordinator, fully inducted on health and safety procedures and that relevant risk assessments & method statements (RAMS) are in place.
- Ensure all consultants and contractors are provided with the asbestos registers/survey information held for each site in advance of works to be undertaken. Advice should be taken from the Estates Department in each case whether asbestos R&D surveys are required before intrusive works may be undertaken by any contractor or in-house member of staff.
- Manage all site related issues in the case of an emergency or site closure. Ensure that sites are made accessible for emergency services as quickly and efficiently as possible with minimum disruption to staff and pupils.
- Engage in own self development, and participate in training and other learning activities and performance development as required.

Additional note:

In PFI run academies the direct responsibility for many of the responsibilities above (such as 1-8) will fall to the PFI provider, who has 'ownership' and responsibility for the building for the length of the contract. There will be some engagement and liability to manage H&S and compliance through the provider (and the provider's on site staff or sub-contractors.) There will be a role in delivering for instance 7-9, 12-13 either jointly or through the provider. The role will be to manage the academies' liabilities through the PFI contract, involving: regular communications on site, recording & reporting issues as laid out in the contract, liaison with the Local Authority Client over penalties, deductions and variations/additional desired works, and engagement as the site lead in operational contract meetings.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academies' policies and procedures
- Respecting confidential issues linked to home/pupil/teacher/Academy work and being aware of GDPR at all times
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academies' Child Safeguarding Procedures, including regular liaison with the Academies' Designated Child Safeguarding staff over any safeguarding issues or concerns;
- To comply with the Academies' policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Trust staff particularly Estates and Finance Department colleagues, consultants, contractors, suppliers, PFI providers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.