Trust Estates and Compliance Manager

Required ASAP

Full Time Trust Estates and Compliance Manager

8:00am-4:00pm 4 days per week, 8:00am-3:30pm 1 day per week

Monday-Friday

Essex Scale 9 (points 29-33), £41,177 - £45,529

26 annual leave days (some leave can be taken during term time), plus Bank Holidays

Access to a generous Local Government Pension Scheme

This is an exciting opportunity to join a growing Multi-Academy Trust and make a genuine Trust-wide impact. The successful candidate will play a key role in shaping safe, compliant and sustainable learning environments across all HIVE schools, while helping to deliver the Trust's long-term estates and compliance ambitions.

This is a senior Trust-wide role with responsibility for estates, compliance, health and safety, risk management and site teams across four schools.

We are seeking an experienced Trust Estates and Compliance Manager to lead the operational delivery of estates, compliance and health & safety across the HIVE Family of Schools. Reporting to the Chief Finance & Operations Officer, you will provide professional leadership for premises compliance, risk management, site teams, capital projects and estates improvement across our four academies.

We Are Looking For

An experienced estates, facilities, compliance or health and safety professional with experience of managing multiple sites or complex premises operations, leading teams and ensuring statutory compliance. You will be capable of balancing strategic planning with operational delivery and building strong relationships with school leaders, contractors and external agencies.

Key Responsibilities

- Lead the Trust-wide management of estates, premises compliance and health and safety.

- Line manage and develop site staff across all HIVE schools.
- Act as the Trust lead for statutory premises compliance, including fire safety, asbestos, legionella, gas and electrical safety.
- Lead compliance audits, inspections and improvement actions.
- Support the development and implementation of the Trust Estates Strategy and Asset Management Plan.
- Lead the completion of the School Estate Management Standards (SEMS) annual return and associated improvement planning.
- Maintain Trust-wide compliance systems, records and assurance arrangements.
- Support business continuity, risk management and emergency planning.
- Support capital improvement projects and funding bids.
- Manage Trust-wide estates contracts and contractor performance.
- Prepare reports and recommendations for senior leaders and Trustees.

Why Join HIVE?
You will have the opportunity to make a genuine Trust-wide impact across Moulsham Infant School, Moulsham Junior School, Writtle Infant School and Writtle Junior School, helping to provide safe, compliant and inspiring learning environments for children and staff.

Location: Based in our central office at the Moulsham Schools with travel across our Chelmsford based schools

Closing Date: 12pm - Tuesday 24th November 2026

Interviews: Tuesday 1st December 2026

Information about the Trust and our Schools:

HIVE Family of Schools - Our four schools are already successful in their own right, whilst benefiting from being part of the HIVE family, which was officially formed in April 2025. Moulsham Junior School, Moulsham Infants, Writtle Infants and Writtle Juniors, have worked together closely for many years as part of school-to-school support. This collaborative relationship has helped improve outcomes for children, supported staff professional development and enabled leaders to share best practices. The HIVE is a fully inclusive family, meeting the diverse and Safeguarding needs of the children, this being at the forefront on everything we do, to ensure children feel happy and safe.

As an equal opportunities' employer, HIVE family of schools is committed to the equal treatment of all current and prospective employees and does not condone

discrimination on the basis of age; disability; gender re-assignment; marriage and civil partnership; pregnancy and maternity; race (which includes ethnic origin, nationality and ethnic or national origins); religion or belief; sex; and sexual orientation. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join HIVE family of schools.

HIVE family of schools is committed to safeguarding our pupils against radicalisation and extremism and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

In compliance with safer recruitment procedures and guidelines, all applications must be made on an application form, CVs will not be accepted. This appointment will be subject to pre-employment checks including an enhanced disclosure from the Disclosure and Barring Service and satisfactory references.

How to Apply: Please refer to the Job Description and Person Specification before applying.

Applications are to be made via the Essex Schools Jobs Website www.essexschoolsjobs.co.uk

We may decide to close the advertisement sooner in the event that suitable candidates are shortlisted before the closing date.

If you would like more information, please contact our Chief Finance & Operations Officer, Tara Barrett on 01245-352098 or email tbarrett@hivefamily.co.uk

Visits to the schools are warmly welcomed, please contact Tara or recruitment@hivefamily.co.uk to arrange a visit.