HIVE
FAMILY OF SCHOOLS

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CEO: Mrs M Staley, BA, QTS, NPQH

Job Title	**Trust Estates and Compliance Manager**
Scale/Point	**Scale 9, pt 29 – 33**
Responsible to	**Chief Finance & Operations Officer**
Liaison with	**CFOO, CEO, Headteachers, Trustees, external contractors, consultants and regulatory bodies.**

Job Purpose

To provide professional leadership, assurance and operational management of the Trust's estates, compliance and health and safety functions across all academies

The postholder will support the development and lead the implementation of the Trust's estates strategy, asset management planning and compliance assurance arrangements, whilst retaining responsibility for the practical administration and delivery of statutory compliance, health and safety management systems and risk assessment processes.

The postholder will line manage the Trust's site teams and ensure that school buildings, grounds and facilities are safe, compliant, well maintained and support the educational objectives of the Trust.

Main Duties and Responsibilities	
Strategic Estates Management	• Support the development, implementation and monitoring of the Trust's Estates Strategy • Support the development of the Trust's Asset Management Plan and lead its implementation and review, ensuring it informs maintenance priorities, capital investment decisions and estate development programmes. • Identify priorities for estate improvement and capital investment. • Advise senior leaders on estate condition, suitability and sufficiency. • Support long-term planning for growth, expansion and sustainability projects. • Contribute to Trust development plans and strategic objectives. • Prepare reports and recommendations for the Executive Team, Trustees and Committees. • Be responsible for the completion and submission of the School Estate Management Standards (SEMS) Annual Return and the development, implementation

	and monitoring of action plans to address identified gaps, risks and improvement priorities across the Trust's estate.
Compliance and Health & Safety Leadership	• Act as the Trust lead for statutory premises compliance. • Maintain and further develop Trust-wide compliance systems and procedures. • Ensure compliance with all relevant legislation and guidance relating to health and safety, fire safety, asbestos management, water hygiene and legionella, electrical safety, gas safety, working at height, contractor management, premises security and COSHH. • Develop and review health and safety policies and procedures. • Maintain Trust-wide compliance records and assurance documentation. • Coordinate external compliance audits, inspections and surveys. • Monitor compliance performance and implement improvement actions. • Maintain compliance dashboards and reporting systems. • Maintain and further develop the Trust's compliance assurance framework and provide regular compliance reports to senior leaders and Trustees.
Health & Safety Administration and Risk Management	• Develop, review and maintain Trust-wide risk assessments. • Support school leaders with the preparation and review of local risk assessments. • Ensure risk assessments are regularly reviewed and updated. • Coordinate health and safety action plans arising from audits, inspections and incidents. • Prepare reports for senior leaders, trustees and regulatory bodies. • Manage health and safety documentation and compliance evidence. • Coordinate business continuity and emergency planning arrangements. • Investigate significant accidents, incidents and near misses, ensuring lessons learned are implemented and reported appropriately.
Line Management of Site Teams	• Lead and develop a high-performing Trust-wide site team function, promoting consistency, compliance and continuous improvement across all academies. • Provide effective line management, professional support and development for Site Managers and site staff through performance management, appraisal and professional development processes. • Identify training and development needs. • Promote consistent standards and working practices across all sites.

	• Support recruitment, induction and workforce planning for site staff. • Ensure effective deployment of premises resources across the Trust.
Capital Projects and Asset Investment	• Advise on priorities for estate improvement and capital investment • Support the preparation of CIF, SCA and other capital funding applications. • Lead or support capital improvement projects from inception to completion. • Liaise with consultants, surveyors, contractors and external agencies. • Monitor project delivery against agreed timescales and budgets. • Ensure projects deliver value for money and support educational priorities. • Develop business cases and project proposals to support estate improvement and capital investment priorities.
Contract and Contractor Management	• Manage Trust-wide estates and compliance contracts. • Monitor contractor performance and compliance. • Support procurement exercises and tender processes. • Ensure contractors comply with Trust health and safety procedures. • Develop positive relationships with external suppliers and service providers.
Financial Management	• Support the preparation and management of estates and compliance budgets. • Monitor expenditure and identify opportunities for efficiencies. • Contribute to financial planning for maintenance and capital programmes. • Ensure resources are utilised effectively and deliver value for money.
General Responsibilities	• Promote and safeguard the welfare of children and young people. • Comply with all Trust policies and procedures. • Maintain confidentiality in accordance with GDPR requirements. • Participate in professional development activities. • Undertake any other duties commensurate with the grade and responsibility of the post. • Reasonable travel will be required in the post holder's own vehicle.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Criteria	Essential	Desirable
Qualifications & Professional Development	Relevant professional qualification or substantial equivalent experience in estates, facilities, compliance, health and safety or property management IOSH Managing Safely or equivalent Health & Safety qualification. Evidence of continuing professional development.	Degree or professional qualification in Estates, Facilities Management, Building Surveying, Property Management or a related field. NEBOSH General Certificate or equivalent. IWFM qualification or membership. Project Management qualification (PRINCE2, APM or equivalent).
Experience	Significant experience of estates, facilities, compliance or health and safety management. Experience of managing multiple sites or complex premises operations Experience of statutory compliance management. Experience of undertaking and reviewing risk assessments and health and safety procedures. Experience of managing contractors and service providers. Experience of line management, supervision and performance management. Experience of budget monitoring and financial management. Experience of preparing reports for senior leaders, governors or trustees.	Experience within an education or multi-academy trust environment. Experience of completing School Estate Management Standards (SEMS) returns and implementing associated improvement plans. Experience preparing and submitting CIF or other capital funding bids. Experience leading sustainability or carbon reduction initiatives. Experience of managing major capital projects.

	Experience of developing and implementing organisational improvement plans.	
Knowledge	Thorough knowledge of Health & Safety legislation and best practice. Knowledge of statutory premises compliance requirements. Understanding of risk management and business continuity planning. Understanding of contractor management and safe working practices. Knowledge of safeguarding responsibilities within an educational environment.	Knowledge of academy trust governance arrangements. Knowledge of DfE Good Estate Management for Schools guidance. Knowledge of procurement and public sector tendering requirements. Knowledge of School Estate Management Standards (SEMS).
Skills & Abilities	Ability to contribute to strategic planning while maintaining effective operational oversight. Strong leadership and people management skills. Ability to develop and implement Trust-wide policies, systems and procedures. Excellent organisational and project management skills. Ability to analyse information, identify risks and implement solutions. Excellent written and verbal communication	Experience of leading organisational change and service improvement.

	skills. Strong ICT skills.	
Personal Qualities	Professional, credible and able to build effective working relationships at all levels. Proactive, self-motivated and solution-focused. High level of integrity and discretion. Resilient and adaptable. Commitment to safeguarding, equality, inclusion and Trust values.	
Other Requirements	Full clean driving licence Flexibility to travel between school sites within the Trust and attend meetings as required. Willingness to undertake further training and development.	