



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	DIRECTOR OF HEALTH & SAFETY AND ESTATES
GRADE / SP:	NJC SUPPORT STAFF SCALE, BAND 10
CONTRACT:	PERMANENT
WORKING ARRANGEMENTS:	FULL TIME / YEAR ROUND
REPORTS TO:	DIRECTOR OF FINANCE & CENTRAL SERVICES

MAIN PURPOSE OF ROLE

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The purpose of this role is:

- To be responsible for long and short-term planning, implementation and high-quality delivery in relation to estates, facilities and health and safety related aspects of the work of the Trust and its local environment and all associated financial aspects.
- To line manage Campus Services Manager and designated staff at Trust sites.
- To take a leading/supportive role in connection with risk assessments for all estates and facilities aspects across the Trust.
- To be responsible for project management of any building project work.

KEY RESPONSIBILITIES AND TASKS:

MANAGEMENT

(a) General management

- a. Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises and estates related matters.
- b. Keep the CFO fully informed about all areas of responsibility and manage all issues that arise in relation to this role.

(b) Project Management

- a. Produce condition reports for each school's buildings and estates. Proactively lead on identifying the priorities from the report together with Principal / Headteachers / Heads of Campus / other alternative provisions.
- b. Assist and support the CFO to liaise with appropriate organisations / agencies in connection with planning and conducting major works at the Trust and ensure compliance of contractors with Health and Safety requirements and regulations, in liaison with the Principal(s) / Headteacher(s) / Head of School / Alternative Provision.
- c. Oversee and act as the client for the purpose of CDM when required for any planned building work whether it is funded by the Trust or other agencies.
- d. Assist and support the CFO to plan and implement any proposed building work which may affect the use of NCEAT premises for Trust or community activities, including preparation of reports detailing specifications, costs, Health & Safety plans and proposed timelines for submission to the appropriate Governing Body for approval.

(c) Resource Management

- a. Be accountable as budget holder for all premises and estates related budgets.
- b. Ensure all orders for materials are generated in line with the Trust's ordering guidelines ensuring best value.
- c. Ensure that appropriate stock levels of consumable resources are maintained.
- d. Manage and ensure every online Health & Safety compliance system is complete to monitor Health & Safety compliance across the Trust (training will be provided)

(d) Line Management

- a. Line manage the Campus Services Manager and the Premises teams on all Trust sites and in conjunction with Principal / Headteacher / Heads of School.
- b. Seek ways to develop the staff, to line manage and to utilise their skills appropriately and monitor the effectiveness of maintenance contracts.
- c. Work in conjunction with the HR team and Principal / Headteacher with the recruitment of premises staff on all Trust sites.
- d. Support the induction process of new premises staff.
- e. Participate in the Trust's Performance Management process, and to undertake reviews for those line managed.

SITE MAINTENANCE

Ensure that Trust sites are maintained in a good state of repair and appearance including all buildings and facilities, estates, roads and pathways, grounds and gardens.

Main tasks:

- a. Ensure there is a planned preventative maintenance programme in place at all Trust sites.

- b. Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works at designated Trust sites.
- c. Assist the CFO in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact

HEALTH & SAFETY

Main tasks

- a. Lead in the review, writing and implementation of the Trust's Health and Safety Policy.
- b. Lead on the Annual Health and Safety Audit and the termly Health and Safety Reviews.
- c. Arrange all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks etc. and be responsible for appropriate action at designated Trust sites.
- d. Support Health and Safety training initiatives and deliver components where required.
- e. Commit to the growth and maintenance of a positive risk management culture within the Trust; assisting staff where necessary.
- f. Work with the ELT to ensure all work carried out by premises staff is in accordance to the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- g. Ensure Trust buildings and external areas are maintained to ensure good health and safety practices.
- h. Be proactive in reducing the potential for Health and Safety issues arising.
- i. Respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.
- j. Hold IOSH Managing Safely or equivalent certificate or be willing to undertake one and any other relevant Safety Management training.
- k. Be fully aware of the Trust's emergency response procedure.
- l. Manage the Asbestos Management Plan on designated Trust sites and to raise awareness within Trust, of the risks of asbestos in the workplace.

FIRE AND SECURITY

- a. Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- b. Work with the Trust's Director of Safeguarding to ensure that Trust sites are secure in line with safeguarding legislation.
- c. Work with Principal / Headteacher / Heads of School / other Provisions across the Trust and Caretakers to ensure that:
 - Buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
 - Traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.

- d. Ensure internal security procedures are adhered to; reporting any issues to the Principal / Headteacher / Heads of School / other Provisions.
- e. Ensure fire alarm call points are tested weekly across the Trust and other fire equipment is regularly checked for damage or expiration; maintain logs of all checks through Site Services Personnel. Liaise with the fire and security contractors to arrange for servicing and repairs.
- f. Maintain and review the Fire Safety Risk Assessment annually and resolve any issues.
- g. Provide advice and guidance on safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- h. Ensure fire wardens across the Trust are trained in their duties.

PORTERING

- a. Manage the provision of a portering and furniture moving service to ensure supplies are in place and Trust activities can proceed as expected.
- b. Ensure the efficient transfer of goods and materials delivered to the Trust to appropriate locations around the Trust sites.

GENERAL

- a. Actively contribute to and promote the overall ethos and values of the Trust.
- b. Participate in training and other learning activities and performance development as required.
- c. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the Trust.
- d. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
- e. Act as an ambassador for the Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- f. Undertake any other reasonable tasks and responsibilities as requested by the CEO or Executive Leadership Team which fall within the scope of the post

SAFEGUARDING AND SAFER RECRUITMENT

- a. NCEAT is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
- b. The post holder is required to have a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- c. The post holder is required to disclose to HR any details of any Police warning, caution, bind-over or conviction during employment.



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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • IOSH trained or similar qualification • Good numeracy/literacy skills • Level 3 qualification (A level or equivalent) in a relevant area or demonstrates skills to the equivalent 	<ul style="list-style-type: none"> • Relevant professional qualification
EXPERIENCE	<ul style="list-style-type: none"> • Ability to present information to a variety of audiences • Experience of working in a multi site environment desirable • Experience of taking responsibility for procurement and project management • Experience of premises/estates management • Experience of budget management 	<ul style="list-style-type: none"> • Evidence of recent management and organisational experience with people
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of the health and safety regulations including risk assessment and COSHH and how they apply in a school environment. • Knowledge of moving and handling procedures • Knowledge of safeguarding policies and procedures • Understanding of promoting positive relationships with the wider school community 	
SKILLS	<ul style="list-style-type: none"> • Ability to analyse and interpret data • Ability to find solutions to complex problems and to manage change and work flexibly and professionally during times of change • Ability to adhere to the Trust finance policy and adhere to budget holder's responsibility protocols. • Ability to work as a member of a team and work on their • Own initiative • Commitment to school improvement • A competent user of ICT • Demonstrates that mutual respect, approachability, challenge and support are key to managing effective relationships • Excellent interpersonal skills to be able to communicate with all stakeholders and all members of the community. • Is flexible, committed, resilient, positive and enthusiastic in their approach including when working under pressure • Ability to prioritise own workload to meet agreed deadlines • Ability to handle confidential information appropriately • Ability to learn and follow basic contractual requirements and understand contract terms 	

OTHER	<ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the Trust • Willingness to undertake training as required • Excellent attendance and punctuality • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced DBS certificate will be required prior to appointment • Current full UK driving licence 	
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	