Job Title:	Estates Officer
Job Grade:	Band 8
Reports To:	Director of Estates and ICT
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

To support the effective operation, maintenance and compliance of the Education Village Academy Trust's (EVAT) buildings, grounds and facilities across all Trust and school sites.

The postholder will assist in coordinating statutory compliance, maintenance programmes, contractor visits, health and safety activities and estate improvement projects. They will also provide administrative and operational support to Trust-wide estates initiatives, including preparations for the future hand-back of Private Finance Initiative (PFI) managed facilities.

This role provides an excellent opportunity for an individual seeking to develop a career in estates, facilities or compliance management within a Multi Academy Trust.

Key responsibilities and accountabilities

Estates compliance	
1.	Maintain records relating to statutory compliance activities including fire safety; asbestos; legionella; gas safety; electrical testing; lifting equipment; and security systems
2.	Schedule inspections, servicing and statutory checks
3.	Monitor compliance documentation and ensure records are up to date
4.	Follow up on actions arising from inspections and audits
5.	Support schools in maintaining safe and compliant premises
Maintenance and facilities	
6.	Assist the Trust's estates team in coordinating planned and reactive maintenance works

7.	Raise and monitor maintenance requests
8.	Liaise with contractors, site teams and school leaders to ensure the delivery of effective planned and reactive works
9.	Monitor progress of works and report concerns to the Director of Estates and IC
10.	Help maintain asset and condition records
11.	Support site inspections and estate reviews
Contractor coordination	
12.	Arrange contractor visits and access across Trust sites
13.	Ensure safeguarding and health and safety procedures are followed
14.	Maintain contractor documentation
15.	Assist with obtaining quotations for works
16.	Monitor completion of works and collect relevant certification for retention by the estates team
Health, Safety and Security	
17.	Support implementation of Trust health and safety procedures
18.	Assist with site audits and inspections
19.	Help monitor estate-related risks
20.	Support emergency planning and business continuity arrangements
21.	Assist with site security and access arrangements
PFI – support and preparation for hand-back	
22.	Support the Trust in preparing for future PFI contract hand-back arrangements
23.	Assist in maintaining records, surveys and documentation relating to the PFI estate
24.	Help coordinate inspections and condition surveys
25.	Support the monitoring of actions arising from hand-back planning activities
26.	Maintain organised records and evidence for future reference
Estates and facilities - administration	
27.	Maintain estates databases and records
28.	Produce routine compliance and maintenance reports
29.	Update action trackers and project plans
30.	Support preparation of reports for senior Trust leaders and Trustees
31.	Maintain accurate filing systems and documentation

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
GCSE English and Maths (Grade 4/C or above) or equivalent	E
Proficient in the use of Microsoft Office/Word/Excel/Access/PowerPoint/Teams	E
IOSH Working Safely qualification (or willingness to obtain)	D
Skills	**Essential or Desirable**
Strong organisational skills	E
Good communication skills	E
Ability to prioritise workload	E
Good attention to detail	E
Ability to work independently and as part of a team	E
Willingness to travel between Trust sites and access to a vehicle	E
Experience using compliance or facilities management software	D
Knowledge/experience	**Essential or Desirable**
Experience of working in an administrative, facilities, premises or operational role	E
Experience of dealing with contractors, customers or external stakeholders	E
Experience of organising and maintaining records	E
Knowledge of health and safety requirements	E
Knowledge and understanding of safeguarding and child protection requirements within an educational setting in line with the expectations of Keeping Children Safe in Education (KCSIE)	E
Commitment to safeguarding and promoting the welfare of children and young people.	E
Experience of working within a school, academy trust or public sector environment	D

Experience of facilities, premises or estate management	D
Understanding of PFI environments	D