

**Estates Compliance Officer Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Estates Compliance Officer at REAch2 Academy Trust**

REAch2 Academy Trust is seeking to recruit a Compliance Officer to work proactively with the Estates Department, Site Managers and Trust staff to establish and maintain a safe and statutorily compliant environment for pupils, colleagues and visitors. The successful candidate will be required to support the Estates Team, the Trust and the individual schools by providing operational management, documentation, record keeping, monitoring, auditing and statutory compliance services relating to the management, safety, maintenance and development of the Trust’s estate.

This is a home-based role, however, regular driving and site visits to all schools will be undertaken for the purposes of performing Compliance Support Audits - it is envisaged that such audits will predominantly take to form of school-based meetings with an element of school walk-round and limited visual surveying.

We are seeking an individual who has:

• NEBOSH Construction Certificate (or General) or other relevant qualification related to compliance.

• An appropriate qualification (at level 3 or above) within the construction and / or facilities management industries.

• Membership by qualification of a relevant building services professional organisation (e.g. CIBSE, IMechE, IEE etc.) would be advantageous.

# The application

You are invited to submit an application form to the Human Resources Department using HRSupport@reach2.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Jon Collinson, Head of Estates and Facilities 07825 744001.

## The application process and timetable

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| **Application deadline:**  | Monday 30th January 2023 at Midday (However, applications will be reviewed upon receipt) |
| **Interviews:**  | TBC |
| **Salary:**  | NJC 22-27 (Subject to Job-evaluation) |
| **Start date:** | As soon as Possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:** **Compliance Officer**

**Salary: NJC 22-27 (Subject to job-evaluation)**

**Responsible to: Head of Estates & Facilities**

**Responsible for: Compliance Contracts Administrator**

**Core Purpose**

The Compliance Officer will work proactively with Estates Department, Site Managers and Trust staff to establish and maintain a safe and statutorily compliant environment for pupils, colleagues and visitors. Support the Estates Team, the Trust and the individual schools by providing operational management, documentation, record keeping, monitoring, auditing and statutory compliance services relating to the management, safety, maintenance and development of the Trust’s estate.

**Responsibilities**

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| --- |
| * Support the Estates Team in ensuring all Academies are fully compliant with all current health & safety legislation pertaining to the Trusts physical estate and support all Academies with carrying out all necessary testing, servicing and maintenance (including term maintenance) of buildings and associated installations as required by statute, regulations or best practice.
* Provide a Line-Management function in the context of the Compliance Contracts Administrator to ensure that post-holders effective fulfilment of their job description and utilising established Trust processes, policies and procedure in the pursuance thereof.
* Monitor performance of external contractors and other agencies carrying out inspection, testing servicing and maintenance and ensure that these visits are carried out when due and are fit for purpose.
* Ensure that accurate logging of inspections, servicing and testing is carried out and that all compliance documentation is in place. The maintenance and upkeep of all compliance and maintenance records related to the carrying out of duties described in this job description.
* To provide practical guidance, advice and support on all compliance matters, relevant to the operations of the Academy Trust, to all members of Academy staff as may be necessary from time to time in order to ensure legislative compliance.
* Support the preparation and development of compliance strategies, policies and procedures for health & safety, maintenance and good estates management practice.
* Support the practical and operational implementation, monitoring, review and updating of compliance and maintenance strategies, policies and procedures in order to ensure full and continual compliance with relevant health & safety legislation and regulations.
* Carry out relevant risk assessments and implement control measures for risk reduction and make changes to working practices that ensure compliance with legislation.
* Carry out a programme of regular and scheduled site inspections and audits across the Trust Estate to check compliance / maintenance policies and procedures are being properly implemented - keep records of inspection findings, produce reports that identify prioritised recommendations and required improvements and support / monitor schools in implementing those required improvements.
* To be responsible for liaising with Estates staff, external contractors, regulatory authorities and other external agencies as directed by the Head of Estates & Facilities.
* Procure and maintain term-maintenance and compliance contracts (or one-off maintenance / compliance services) with external specialist contractors and / or consultants as delegated by the Head of Service.
* Maintain, monitor, review and update a Trust-wide list of approved contractors, suppliers and consultants including the assessment / review of Contractor Competence submissions for prospective inclusion on that approved list.
* Coordinate and monitor, in conjunction with Staff Development colleagues, the Trust-wide staff training requirements in relation to compliance; e.g. awareness training for Asbestos and Legionella.
* Internal auditing of and reporting on Estates Team compliance with internal procedures and SLA provisions.
* Manage and report on budgetary expenditure as delegated for statutory compliance / term maintenance.
* Contribute to the production of management reports, risk registers, newsletters, staff intranet, bulletins and presentations / training sessions to Academy staff.
* To attend safety and team meetings and represent the Estates Team on any other associated meetings within the remit of the role.
* Attend seminars, training and CPD events relevant to the post-holder’s duties.
* The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the Trust.
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**Working Conditions**

The role will be home-based, however, regular driving and site visits to schools will be undertaken for the purposes of performing Compliance Support Audits - it is envisaged that such audits will predominantly take to form of school-based meetings with an element of school walk-round and limited visual surveying.

# Person Specification

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| --- |
|  |
| **KNOWLEDGE & SKILLS REQUIRED** | **ESSENTIAL OR DESIRED?** |
| **Knowledge:** |  |
| * NEBOSH Construction Certificate (or General) or other relevant qualification related to compliance.
 | **E** |
| * An appropriate qualification (at level 3 or above) within the construction and / or facilities management industries.
 | **E** |
| * Membership by qualification of a relevant building services professional organisation (e.g. CIBSE, IMechE, IEE etc.) would be advantageous.
 | **D** |
| * Membership by qualification of the Institute of Workplace & Facilities Management (formerly BIFM) would be advantageous.
 | **D** |
| * Previous experience of a compliance and / or facilities / property management / maintenance role in a large, multi-site organisation, with multiple stakeholders, ideally within the education sector.
 | **E** |
| * Experience of compliance inspections, auditing, risk assessment and report writing making considered and sound recommendations for improvements as necessary and following up / supporting implementation of recommendations through to completion.
 | **E** |
| * Experience of term-maintenance / compliance contract procurement and management.
 | **E** |
| * Budgetary management experience.
 | **D** |
| * Experience of line-managing staff.
 | **D** |
| * Very good understanding of construction and property management related statutory compliance requirements / legislation.
 | **E** |
| * Excellent working knowledge of legislative compliance requirements including but not limited to Asbestos; Legionella; Electrical Safety; Gas Safety; DEC’s; Fire Risk Assessments etc. with particular emphasis on schools / the education sector.
 | **E** |
| * Have a demonstrable commitment to CPD, developing his / her own skills and to maintaining an up-to-date working knowledge of new developments and legislation applicable to the Academy Trust and the role.
 | **E** |
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| **Mental Skills:** |  |
| * Ability to organise and plan own workload effectively, with the ability to prioritise / re-prioritise and progress complex matters and competing priorities in a logical and systematic way and meet agreed deadlines.
 | **E** |
| * Be well organised, efficient and hard working.
 | **E** |
| * Have a flexible, responsible, sensible and practical approach towards compliance issues.
 | **E** |
| * Ability to take responsibility and manage work professionally.
 | **E** |
| * Ability to work under pressure with enthusiasm, commitment, and a positive approach.
 | **E** |
| * Be willing to work flexibly and outside normal school hours if reasonably requested to do so.
 | **E** |
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| **Interpersonal & Communication Skills:** |  |
| * Strong interpersonal skills with the ability to influence, build relationships. and communicate effectively with members of the REAch2 Estates team, Academies, contractors and external regulatory authorities.
 | **E** |
| * Have good presentation skills, confidence and ability to use own initiative to solve problems.
 | **E** |
| * Good team-working skills in order to get the best from colleagues’ / staff in terms of cooperation and ideas.
 | **E** |
| * Be able to work independently without close supervision when required - evidence of the ability to be self-motivated and proactive is essential.
 | **E** |
| * Excellent written and oral communication.
 | **E** |
| * Be approachable, assertive and confident but be able to maintain a balanced perspective.
 | **E** |
| * A “can do” attitude and a clear view of the need for adopting a customer-focused attitude to work.
 | **E** |
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| **Physical Skills:** |  |
| * Excellent records, document and data management.
 | **E** |
| * Have the ability to effectively monitor progress and follow up on any projects or issues identified by audits or inspections.
 | **E** |
| * Proven administration skills, with significant attention to detail and accuracy.
 | **E** |
| * Good IT skills with experience of Microsoft Office Suite and the use of complex spreadsheets, capable of becoming competent in the use of bespoke databases and asset management software.
 | **E** |
| * Mobility is important, access to car (insured for business use) and a full driving license is essential as is the willingness to undertake travel to various Trust sites.
 | **E** |
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