

Job Profile

Role: Estates and Health & Safety Lead

Salary: Grade 11
£43,570 to £47,665

Key Base: A base at a Uttoxeter Learning Trust School/ Central Office

Hours: Full-time

Responsible to: Chief Finance Officer

Core Purpose: Uttoxeter Learning Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Purpose of this role: To contribute to the strategic direction and development of Uttoxeter Learning Trust. To enable each academy to efficiently, effectively and safely maximise facilities and resources, to achieve the best possible educational outcomes. To support and develop the expanding estates of the Trust Academies and overall Trust during its development in collaboration with the DfE.

Main responsibilities

1. Member of the Trust Central Team
2. Take a strategic view of all estate functions across the Trust.
3. Financial Accountability within the Estates Service Department
4. Lead on procurement and delivery of all Trust Estates Contracts
5. Support legal and operational matters relating to Estates to expand the Trust in line with Strategic Vision
6. Develop and lead the strategy and operational management of the Trust estate and facilities.
7. Lead the Trust in all new school design and build construction programs
8. Lead in Health, Safety & Environmental, strategy, policy and procedures
9. Other responsibilities within the Estate Services area of responsibility

Specific responsibilities

1. Member of the Trust Central Team

- a. Lead on operations within the Estates Department of the Uttoxeter Learning Trust and promote ethos and standards.
- b. Preparation of the Trust's Estates Vision and strategic estate management and deliver its implementation.
- c. Generation of additional funds by means of entrepreneurial activities including oversight of lettings of facilities to our local community.

2. Take a strategic view of all estate functions across the Trust.

- a. Provide leadership and support for the Estate Services team including, Business Managers, and estate teams within the Uttoxeter Learning Trust academies.
- b. Develop Trust policies and drive their implementation at each academy.
- c. Provide regular reports to the Trust Finance & Audit Committee on the estate strategy and developments as directed by the CFO/CEO.

3. Financial Accountability within the Estates Service Department

- a. Accountable for the Estates central services development budget
- b. Accountable for the DfE School Condition Allocation, when applicable
- c. Develop and deliver the second phase of the Estate Development Plan 2022/23 to 2027/28 with the CFO to promote best value for the academies by centralisation of funding and delivery of services in respect of effective Estates Management, where applicable.

4. Lead on procurement and delivery of all Trust Estates Contracts

- a. Lead on the procurement of all Trust Estates contracts, including, landscape, cleaning, catering, and energy.
- b. Ensure contracts perform meeting agreed KPIs and ensure best value.

5. Support legal and operational matters relating to Estates to expand the Trust in line with Strategic Vision

- a. Undertake Estate Services due diligence, report findings to the Trust Finance & Audit Committee and Trust Board.
- b. Negotiate ad hoc leases and partnership agreements.

6. Develop and lead the strategy and operational management of the Trust estate and facilities.

- a. Develop the Estates Improvement Plan for the Trust working in collaboration with the CFO
- b. Lead the planning, development and implementation of strategic plans for the Trust and each academy to ensure that building standards continue to be maintained and improved at each site including improvement of the Trust's Carbon Footprint wherever possible.

- c. Ensure master planning is undertaken to support potential opportunities to improve the Trust's estate.
- d. Provide leadership to ensure that all facilities within the trust estate are fit for purpose and provide environments that are legally compliant, sustainable and conducive to innovative pedagogy practices.
- e. Be responsible for the strategy and deployment of School Condition Allocation monies, when relevant, to ensure the estate as a whole is sustainable and fit for purpose and be accountable for the relevant Estates budgets.
- f. Leadership of the delivery of School Condition Allocation capital projects and programmes, when relevant.

7. Lead the Trust in all new school design and build construction programmes

- a. Represent the Trust in all capital building projects through concept, design, construction, practical completion.
- b. Guide and advise the MAT in all matters relating to the new school building processes.
- c. Provide leadership for all capital projects within the ULT estate and any Condition Improvement Grant applications in accordance with the Estates Strategic Plans.
- d. Lead on resolution of snags, defects and latent defects.

8. Lead in Health, Safety & Environmental, strategy, policy and procedures

- a. Provide guidance and training for Health & Safety Governors to support in their role as part of a Local Governing Board.
- b. An ex officio member of the Trust Finance & Audit Committee.
- c. Provide leadership to ensure Health & Safety procedures are in place and Health & Safety is met.
- d. Monitor and review all Health & Safety Actions Plans for our Academies in conjunction with our Health & Safety consultants, providing reports to the CFO/CEO and Trustees as required.
- e. Through the Trust Estates Team provide support and guidance in each academy to promote awareness of Health & Safety.
- f. Promote the responsibility of each individual to ensure the Health and Safety of themselves and others.
- g. Ensure that outcomes of regular Health and Safety monitoring processes are reported to each Academy LGB.
- h. Ensure annual security risk assessments are undertaken and improvements are planned and undertaken where necessary.
- i. Oversee the induction and on-going CPD in Health & Safety for the Trust workforce.
- j. Lead on liaison with any third party Health & Safety agencies
- k. Leadership and overview of school trip planning and Transportation and safety processes across the Trust.
- l. Provide support and guidance to Academy Business Managers to ensure lockdown procedures are in place at each academy.
- m. Provide leadership for risk assessment planning within each academy relating to Estates Management and H&S areas.

9. Other responsibilities within the Estate Services area of responsibility

- a. Provide support to the CFO for insurance matters including claim submissions, investigations and legal challenges.
 - b. Work in collaboration with the Trust ICT Infrastructure Lead on Estates matters.
 - c. Develop a strategic plan for use within travel planning at all academies within the trust and for purposes of planning applications.
 - d. Provide strategic support and guidance in terms of Business Continuity both at academy and Trust level.
 - e. Develop and implement strategic plans to reduce energy costs and the Trust's Carbon Footprint where appropriate.
 - f. Support the operational delivery of Trust wide events including Trust Conferences and Training
- Employees will be expected to comply with any reasonable request from the CEO/CFO to undertake work of a similar level that is not specified in this job description.
 - Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
 - The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

SPECIAL FACTORS

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- 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.

Note 2

The contents of this job description will be reviewed with the post holder on a regular basis in line with the Trust's Appraisal and Pay Policy.

Note 3:

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

Note 4:

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

Note 5:

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Note 6:

The Uttoxeter Learning Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job specification

Essential	Desirable
<p>Qualifications / Training</p> <ul style="list-style-type: none">• NVQ 3/4 Health and Safety Officer or equivalent <p>Knowledge / Skills</p> <ul style="list-style-type: none">• Working knowledge of relevant policies/ practices and external regulations, including regulations governing the safeguarding of children and young people• Extensive knowledge of Health and Safety regulations• Ability to work constructively as part of a team• Good communication skills• Good interpersonal skills• Good organising, planning and prioritising skills• Methodical with a good attention to detail	<p>Experience</p> <ul style="list-style-type: none">• Considerable senior experience in the education and/or public sector, highly effective commercial acumen and a successful track record of managing the estate and Health & Safety aspects of a complex multi-site organisation.
<p>Behavioural Attributes</p> <ul style="list-style-type: none">• Customer focused	

<ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 	
<p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Flexibility • Willingness to contribute to the wider ethos of the Trust 	<p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Experience of working with trustees
<p>FACTORS NOT ALREADY COVERED</p> <ul style="list-style-type: none"> • Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010 	