

## Job Description

### CMAT Estates, Facilities & Health and Safety Adviser

<b>Reporting to:</b>	Trust Finance & Business Strategic Lead
<b>Responsible for:</b>	Academy based estates and premises staff (including domestic services staff)
<b>Liaising with:</b>	The Trust Board, sub-committees of the Trust Board, the CEO, HR Manager, Head Teachers, other colleagues, NRCDES, contractors and suppliers
<b>Grade/Salary:</b>	Band S1, SCP 30 – 34 (£32,876 - £36,876 pro-rata)
<b>Hours of work:</b>	<p>This post, in the first instance, will be 0.4 fte (<i>additional hours on an adhoc basis may also be required in the short-term</i>).</p> <p><b>Note:</b> A full review of permanent hours of work will take place during the Advent Term 2019 (it is likely that the 0.4 fte will become 0.6 fte or 0.8 fte). This position is full year with holidays expected to take place at times of least disruption within the CMAT and as agreed in advance by the Trust Strategic Finance &amp; Business Lead.</p>

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#### Core Purpose:

- To safeguard, develop and manage the diocesan estate entrusted by the Bishop of Nottingham and relevant religious orders to the St Therese of Lisieux Catholic Multi Academy Trust in the best interests of Catholic education.
- Responsible for ensuring the Multi-Academy Trust and the individual academies within the Trust are compliant and operating best practice in relation to Health and Safety law, and the statutory and regulatory requirements relating to estates and premises.
- Day to day management of large Trust wide contracts for key ancillary services (caretaking, cleaning and catering).

#### Specific areas of responsibility and key tasks:

##### Estates Management

- Develop and implement an Asset Management Strategy across the Trust and provide training and support for premises staff in its use.

- Develop, prepare and lead the implementation of a strategic Trust-wide capital improvement and replacement plan and individual school capital improvement and development plans, identifying available grants and preparing bids for funding in consultation with NRCDES.
- Ensure the relevant planning and construction processes are undertaken in line with building and contractual obligations, ensuring that value for money is achieved and evidenced in the awarding of all contracts and that any diocesan/religious order trustees' requirements are met.
- Act as the project manager for large schemes, liaising with architects, contractors and surveyors to ensure that projects are delivered on schedule, to budget and in line with the Trust's Health and Safety procedures.
- Ensure condition surveys are maintained for all sites within the Trust, effectively liaising with facilities staff to develop and implement an annual maintenance programme for each school's estate and assets.
- Develop and implement consistent facilities management systems, processes and practices across all the schools in the Trust and thereby realising maximum efficiency.
- To further maximise efficiency in the delivery of maintenance across the Trust's property portfolio, by identifying opportunities to save money through benchmarking, negotiating and tendering for supplies and services.
- To minimise the cost of occupancy by effectively managing the purchasing and procurement of insurance, energy, water and other supplies across the Multi Academy Trust's portfolio of schools, ensuring these meet the requirements of schools and the Trustees and ensuring processes are followed in line with DfE and EU regulations.
- Ensure accurate site and floor plans are maintained and that measures are put in place to protect diocesan assets, including the land and buildings, and ensure that they remain under the control of the diocesan trustees at all times.
- Ensure the safe maintenance and security operation of all premises.

### ***Health and Safety***

- Ensure that in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive.
- Reviewing and developing existing and new Health and Safety policies in line with statutory requirements and managing any necessary consultation process.
- Ensure that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors.
- Co-ordinating and ensuring implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation.

- Ensure that all health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the schools in the Trust.
- Ensure that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.

### **Contract Management**

- Lead on the procurement, delivery and monitoring of ancillary services (cleaning and catering), developing a Trust-wide approach to delivery to achieve maximum efficiency.

### **Reporting**

- Prepare reports for the Trust Board on all areas of responsibility covered under this job description in a format to be agreed with the Trust Board.
- Prepare statutory returns as required by the DfE, ESFA and the Health and Safety Executive.

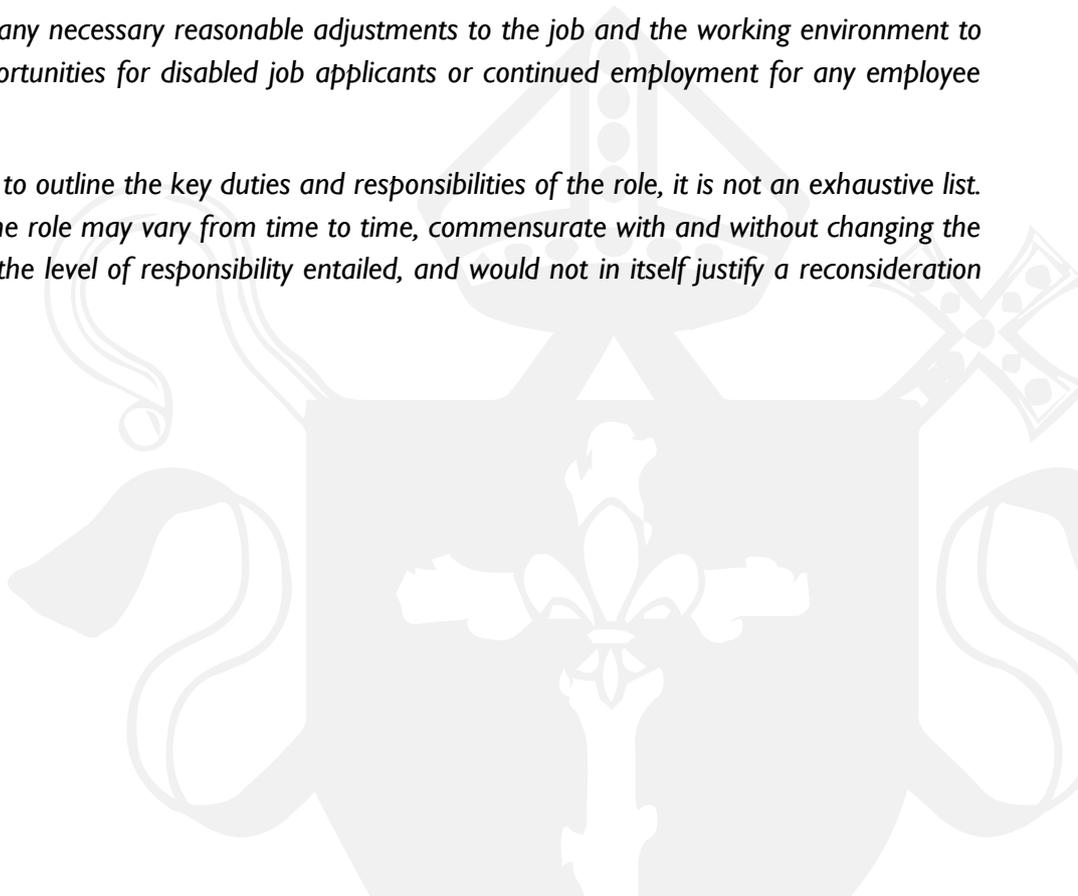
### **Additional Duties**

- To be proactive in supporting the Catholic ethos of the Trust
- To attend meetings as required
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding

*The St Therese of Lisieux Catholic Multi-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. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*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 applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



## Person Specification

### CMAT Estates, Facilities & Health and Safety Adviser

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	<b>Y</b>	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification		<b>Y</b>
Level 5 qualification in a relevant discipline or relevant experience at this level	<b>Y</b>	
Evidence of commitment to continuing professional and personal development of self and others	<b>Y</b>	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a management/operational role for a minimum of 5 years	<b>Y</b>	
Experience of facilities management, including planning and implementing maintenance/capital build projects, preferably in a school/academy/Trust	<b>Y</b>	
Experience of managing the provision of ancillary services including catering and cleaning		<b>Y</b>
Experience of managing and delivering strategic and complex projects	<b>Y</b>	
Experience of income generation and managing traded services		<b>Y</b>
Ability to successfully lead a team and line manage staff	<b>Y</b>	

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of continual professional development	<b>Y</b>	
Financially aware and budget conscious	<b>Y</b>	
In depth knowledge of current Health and Safety law and legislation	<b>Y</b>	
Knowledge of performance management systems	<b>Y</b>	
Ability to manage a varied and complex workload as well as delivering to timescale	<b>Y</b>	
Strong ICT skills	<b>Y</b>	
Excellent verbal and written communication skills	<b>Y</b>	

Excellent planning, organisation and negotiation skills	Y	
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<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life across the Trust	Y	
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

