

**JOB DESCRIPTION**

**Job Title:** Compliance and Estates Manager

**Location:** Flexible. It is possible that in the short term the role would be based at Liphook.

**Responsible to:** Director of Finance and Resources (DFR)

**Responsible for:** No direct line management initially but play a key role in supporting site staff with advice on good practice and working with their line managers to contribute to performance management and professional development and/or training

**Liaises with:** Senior Leadership, Schools across the Trust, Local Governing Bodies, Trustees, All Employees

**Job Purpose:**

Working closely with Chief Executive Officer (CEO), DFR and Headteachers across the Trust to ensure that the Trust complies with its governing documents, Charity and Company law, and any other relevant legislation or regulations, and that Estates are managed efficiently and effectively to provide the best possible quality of education facilities and learning environments for all.

**Main Duties:**

# Policy and Procedure Development

## Develop policies and procedures in key areas (for example - Data Protection, Freedom of Information, Complaints and Equalities, Health and Safety) to ensure all statutory requirements are met and they can be operated within Trust establishments in a professional and efficient manner.

## Ensure regulatory changes are incorporated into the Trust’s policy framework.

## Ensure Trust Policies are reviewed and updated as required and have approval from the Trust board or Local Governing Body (LGB) as appropriate.

## Proactively support establishments on the implementation of new requirements helping to identify solutions that meet both regulatory requirements and the needs of the Trust.

## Ensure Policies and Procedures are effectively communicated to staff and governors with training provision where required.

## Ensure the Trust website contains all the information required and is updated as necessary, and regularly review BET schools’ websites to ensure compliance.

# Regulatory Support

## Provide advice and support to Trust establishments with regard to their implementation of policies and procedures, interpreting statutory guidance as required.

## Liaise as necessary with external organisations (eg Solicitors, Auditors and Educational Funding Agency (EFA).

## Produce reports and data as requested (with sign-off from CEO) demonstrating that statutory requirements are being met.

## Ensure that the management of key policies is effective and professionally undertaken with regards to logging and overseeing policy implementation. For example: -

### Responding to Subject Access Requests under the Data Protection Act.

### Investigating any potential breaches with regard to Data Protection.

### Maintenance of the Freedom of Information requests database and collation of responses from Trust establishments within statutory timescales.

### Maintenance of the Complaints database and ensuring action, in line with policy, within stated timescales.

# Compliance

## Establish and execute the Trust’s compliance visits programme, ensure that there is regulatory and policy compliance that promotes improvement and excellence.

## Be responsible for the Trust Risk Register and co-ordinate regular updates from all BET schools.

## Act as Company Secretary and be responsible for the maintenance of Trust’s statutory books including: register of members, register of directors, register of directors’ interests and register of directors’ residential addresses.

## Oversee the recruitment and induction of new members, trustees and governors as appropriate.

## Develop and deliver continuous professional development for governors and trustees, including keeping development records.

## Ensure that leadership and management by governors and trustees in Ofsted terms is graded Outstanding.

## In conjunction with clerks ensure all trustees and governors have up to date DBS.

## Oversee the performance of Clerks to LGBs and committees ensuring minutes and reports are appropriate and that Clerks received the necessary training, support and challenge.

## Liaise with external partners to ensure a consistent approach to ensure compliance with legislation and BET policy.

## Where applicable support the BET executive team in the co-ordination of acquiring schools within the Trust.

## Represent the CEO and Trust as required and attend governance forums and other groups where relevant.

## **Estates Management**

## Lead on developing and implementing Trust Building Policy and protocols, ensuring compliance at LGB/School level.

## Monitor and report on Trust estates to Trust board including Health and Safety at each school and Trust statutory obligations.

## Work with CEO and DFR to develop a strategic Trust-wide estates plan and individual estate development plans for each school; lead the implementation of these plans.

## Contribute to Trust wide Capital Funding Allocation ensuring a robust methodology is developed and communicated and implemented.

## Act as project manager for the development and implementation of a planned maintenance, capital and refurbishment programme for all buildings.

## Monitor capital funding contracts with external contractors.

## Consolidate potential estate contracts and develop a Trust preferred supplier register to achieve efficiencies and economies of scale.

## Ensure the correct procurement processes (quotations/tenders, ordering of goods, materials, authorisation of invoices etc) are carried out in accordance with the Trusts financial regulations and value for money is achieved.

## Effectively manage all relevant budgets, ensuring all are expended in accordance with the requirements of the Trust’s financial regulations.

## Monitor all service and maintenance contracts eg security, cleaning, alarm systems, pest control, life and boiler maintenance.

## Act as competent Health and Safety person for the BET, providing BET leadership and trustees/governors with advice and assurance, and report on all Health and Safety matters ensuring compliance under Health and Safety law.

## Ensure that in all activities undertaken (including those of contractors), the Trust properly discharges its duties under its Health and Safety policy; the Health and Safety at Work Act; COSHH regulations and any other relevant statute regulation or directive.

## Design and lead/commission Health and Safety training programmes in liaison with Senior leadership teams.

## Ensure Business continuity plans are effective and kept up to date.

## Ensure that accurate and detailed floor and site plans are kept and updated regularly and maintain the Net Capacity Assessments register.

## **General**

## This job description is illustrative and each individual task may not be identified. Employees of BET are expected to comply with any reasonable request to undertake work of a similar

## level that is not specified here.