

## Job Description

<b>Job Title</b>	<b>Estates and Health and Safety Manager</b>
<b>Grade</b>	£36,363 - £39,152
<b>Accountable to</b>	CEO via Head of Estates and Health & Safety
<b>Responsible for</b>	Support for Estates Management and Health and Safety
<b>Liaison with</b>	Work in partnership with all schools staff to ensure that Compliance, health and safety, and industry best practice are proactively taken into consideration across all school activities.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To support the SAT Head of Estates and Health &amp; Safety</li> <li>● To advise on health, safety, and wellbeing issues and to develop/write SAT policy, guidance, and practices.</li> <li>● To ensure that in all schools' health and safety risks are identified and managed.</li> <li>● To promote and develop a positive health and safety culture throughout the trust.</li> <li>● Be a source of specialist health and safety advice to support colleagues across the schools in meeting their-responsibilities.</li> <li>● To ensure Estates comply with all Health and Safety legislation Regulation and standards. Working closely with all school departments</li> <li>● To support the Head of Estates with school condition monitoring/evaluation and School condition funding allocation for projects</li> <li>● The role will necessitate traveling between SAT School sites and deputising for the Head of Estates</li> </ul>
<b>Role Responsibilities</b>	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>● Review, develop and implement all aspects of the trust Health &amp; Safety Policies and activities.</li> <li>● To actively develop and manage the Health and Safety Management system using the HSE model</li> <li>● Ensure trust wide compliance, and implementation in close liaison with staff at all levels including Senior Management as appropriate.</li> <li>● Establish a full programme of documented health &amp; safety inspections, audits and checks across all trust schools</li> <li>● Monitor and report on Handsam H&amp;S eLearning across all schools</li> <li>● To monitor and report on Handsam compliance across all trust schools</li> <li>● Ensuring that there is appropriate health and safety training provision for all staff across the function, both e-learning and face to face, so that they are competent to undertake their duties safely and the trust is meeting its legal duties with respect to health and safety training for employees.</li> <li>● Monitor, evaluate and review existing, new and upcoming legislation and ensure the trust meets legal compliance</li> <li>● To carry out audits, monitor and review management practices are aligned against legislative compliance and Health and Safety</li> <li>● Ensure continuous improvement of "policy into practice trust wide.</li> </ul>

- Support the Head of Estates with advisory support and guidance in relation to construction projects related activity and applicable regulations including the Construction Design Management Regulations (2015)

#### **Records and Registers**

- Responsible for ensuring centrally that accurate and timely administration of all relevant compliance and health and safety records and documentation is completed.
- Co-ordinate the completion of all accident and near miss investigations, providing support to those that complete them, ensuring that they are suitable and sufficient. When required, carry out investigations to support the wider team. This includes particularly those accidents which are RIDDOR reportable or are likely to result in a claim.
- Oversight of completion of all school departmental Risk Assessments and Safety Audits onsite with support from Dept Heads, Line Manager, Premises Managers
- Oversight and monitoring of other safety records and registers managed by others as appropriate
- Coordination and management of building lease agreements

#### **Advisor**

- To act as advisor to all school staff and senior management on matters relating to health and safety and associated legislation
- Advise on Departmental management of H & S records as appropriate.
- Advise on contractor compliance for all trust schools
- Advise on instigation of remedial measures to reduce risk potential and for incident avoidance.
- Provide regular reports to the Head of Estates, SAT Directors/Senior Management Teams, Governing Bodies on all relevant health and safety activities.
- Advise HR on any staff related H & S matters.
- Advise on interpretation of technical product safety (data) sheets.

#### **Estates**

- Assist the Head of Estates with the overall management of land and buildings across all trust schools
- Assist the Head of Estates with all aspects of SCA project planning, school condition reporting and implementation of agreed projects on time and to budget. Set up data base of school condition in priority of health and safety, compliance, and learning environments.
- Assist the Head of Estates with RAAC management
- Assist the Head of Estates with School Rebuilding Programn projects
- Assist the Head of Estates with the development of environmental policies, practices, and process across all schools. Focusing on reduction of plastic, waste management, vehicle emissions and future EV charging points. To ensure consistency across all sites to ensure we

meet our environmental objectives.

- Monitoring/coordination and supporting the Premise Managers with the trust asset management system and identifying areas of non-compliance across all the trust schools. Monitor/develop scheduled maintenance planning linking to the procurement of trust approved contractors
- Ensuring that Estates Services is kept up to date with any legal updates of other requirements linked to health and safety to ensure that necessary changes are made within the SMS to ensure continued compliance
- Carry out due diligence assessment exercise and reviews on a yearly basis to develop the master list of Estate projects in order of priority and importance.
- To review and update and exercise school Business recovery/Crisis plans – Floor/Fire/Loss of utilities.
- To collate data from all schools and provide this to insurers to determine yearly cover costs
- Oversee the trust Estates Insurance requirements and valuations
- To provide 1st line support with all insurance queries and claims across all the trust schools

#### **Training**

- Assisting in developing (and where necessary delivering) training/coaching programs for all H & S related matters school/trust wide, including (but not restricted to) RA's, Staff and Contractor Inductions, First Aid, Fire Safety, etc.
- To oversee and administer the trust Handsam compliance training, and Health and Safety dashboards
- Ensure own development is up to date and continue with own CPD

#### **Fire Safety**

- Assist the Head of Estates in carrying out fire safety risk assessments and updating records as necessary.
- Implement awareness programs and initiatives and ensure all employees are trained in fire safety procedures on an annual basis
- Oversee/audit evacuation drills and document outcomes
- Liaise with relevant staff to assist with planning of Fire Evacuation Drills.

#### **Health and Safety**

- Identifying potential hazards and determining ways of reducing risks
- Advising on safe operational practices and assisting staff in making necessary changes
- Be responsible for the development and delivery of key health and safety campaigns within the schools, driving an excellent health and safety culture.
- Writing reports and attending Health and Safety meetings
- Making presentations to staff as necessary.
- Liaising with relevant authorities
- Keeping up to date and ensuring compliance with current health and safety legislation

	<ul style="list-style-type: none"> <li>● Assist the Head of Estates in developing the School's Health and Safety, Fire Safety and First Aid Policies</li> <li>● Advise on specialist areas of Fire, Environment, Compliance</li> <li>● Work with the management team to ensure working practices and operating procedures are safe and compliant with legislation.</li> <li>● To liaise with external bodies as required and ensure matters are reported as required</li> <li>● To support the Head of Facilities with the development and monitoring of school transport policies, School Transport Plans/Minibus operations and Liaison with ECC concerning coach/Bus companies.</li> <li>● Ensure that all Health &amp; Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.</li> <li>● Ensure that all accidents are documented, investigated and recommended improvements implemented.</li> <li>● Provide advice and guidance with RIDDOR reporting and report in the absence of the Head of Estates</li> <li>● Ensure full and accurate health and safety and training records are maintained and monitor the trust Handsam dashboard</li> <li>● To collect accident and incident data from all schools and monitor trends.</li> <li>●</li> </ul> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>● Strategy &amp; Planning: Support schools in the development and implementation of Climate Action Plan across all school sites, aligning with education sustainability standards.</li> <li>● Operations &amp; Resource Management: Oversee site energy reduction, waste management (composting/recycling), and sustainable procurement policies.</li> <li>● Stakeholder Engagement: Act as the primary link between the trust/schools, local eco-councils, and external partners in ECC</li> <li>● Reporting: Monitor, audit, and report on carbon footprint data and progress toward Net Zero targets.</li> </ul> <p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>● To maintain regular contact with the Premises teams/Finance teams across all trust schools</li> <li>● To communicate on a regular basis with business partners and building consultants</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>● To identify and recommend improvements and cost savings to the benefit of all trust schools</li> <li>● The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Head of Estates to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● To participate in the performance and development review process, taking personal responsibility for identification of</li> </ul>

	<p>learning, development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"><li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>● To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul>
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Updated Jan 2026

<b>PERSON SPECIFICATION</b>	<b>Essential/ Desirable</b>
<b>Educational Qualifications</b> 1. Educated to a degree standard or equivalent 2. Management and/or Facilities related qualification(s) 3. NEBOSH General Certificate or equivalent (L3 C&G NVQ in Health & Safety or NRRQ Certificate in Applied Health & Safety 4. IOSH or ROSPA approved COSHH training certificate 5. IOSH or ROSPA approved asbestos awareness training certificate 6. Member of IOSH at Associate / Technical Level	E E E D D D
<b>Experience</b> 7. Experience of managing a facilities service 8. Experience of managing staff 9. Building maintenance 10. Budget management 11. Experience of Emergency planning and Contingency 12. Procurement Management 13. Drafting and contribution to the development of policies, procedures and work practices. 14. Advising on legislative compliance 15. Project Management	E E E E E D D E
<b>Knowledge</b> 16. Service delivery 17. Facilities management 18. Building systems and Security Management 19. Energy management 20. National Acts of Government and Policy in the facilities setting 21. Facilities role within the safeguarding agenda	E E E E E D
<b>Skills</b> 22. Resource management & strong problem solving skills 23. IT skills – working knowledge of MS Office 24. Use of Data management databases 25. Strong organisation and administration skills	E E E E
<b>Personal qualities</b> 26. Excellent communicator 27. Proactive and positive outlook	E E
<b>Equal opportunities</b> 28. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E