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## Job Description for Trust Estates and Compliance Coordinator

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<b>Responsible to:</b>	Trust Director of Estates
<b>Based at:</b>	Trust HQ – Occasional travel to other sites within the Trust may be required.
<b>Contract Terms:</b>	Part-time or full-time hours are available. We may also be able to accommodate term-time only working. <b>Please indicate your preference on your application form or get in touch to discuss options for flexible working.</b>
<b>Paid on:</b>	Band F of the College Support Staff Spine (FTE £25,786 - £28,408). A recruitment and retention allowance may also be available.

### OVERALL PURPOSE OF THE POST

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To support the Trust Director of Estates in ensuring compliance by leading administrative support for compliance processes. This includes providing excellent customer service to both external partners and internal colleagues on Estates matters, as well as supporting Health and Safety, Fire Safety, and Building compliance.

### MAIN DUTIES

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#### Estates Support and Compliance

- Assist with financial procedures related to invoices, orders, delivery notes, and quotes for Estates work.
- Maintain accurate records of projected and actual costs for estates expenditure to support the production of budget reports.
- Maintain a central Asset Register for Trust Estates equipment.
- Administer and maintain statutory compliance and pre-planned maintenance programmes/records.
- Coordinate with contractors and companies for building and equipment repairs. Liaising between contractors and site teams to enable smooth delivery of work.
- Liaise with contractors and suppliers to maintain records of third-party liability insurance, professional accreditation, and Health and Safety Policies.
- Obtain quotes for remedial repairs following maintenance inspections.
- Ensure NCLT employees are following procedures as directed, with regards to regular servicing of equipment used within the schools/colleges (e.g. Fitness Suite, Cookers, Design Technology machinery) and servicing records remain up-to-date.
- Administer the Trust Lettings Policy, including handling enquiries, bookings, and communications.
- Support the finance team with lettings invoicing queries.
- Coordinate and book external training and development courses for site team members.
- Process orders for personal protective equipment and maintain accurate records.
- Ensure records of risk assessments and liability insurance are available to site teams.
- Maintain accurate records of energy consumption and share information with Trust environmental leads.
- Maintain centralised records of all Estates inspections and checks.
- Support the procurement of services related to Estates.

- To carry out any other duties required by the Trust and as requested by the Trust Director of Estates commensurate with the grade.

#### Trust Communication

- Help develop and maintain the Estates area on the Trust SharePoint site so this can be used as an internal communication and marketing tool for staff.

#### Additional Responsibilities

- Support the Health and Safety Manager with policy and compliance processes.
- When required, provide administration support towards GDPR processes and policy reviews.
- Assist with the delivery of Trust Estates Capital Investment projects.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Trust Estates and Compliance Coordinator

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience with computerised administration systems.</li> <li>• Experience in estates management or an administrative role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a financial management system.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education at GCSE level or equivalent.</li> <li>• Willingness to undertake further training relevant to the post and maintain an understanding of regulatory requirements.</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer service-oriented approach.</li> <li>• Attention to detail and accuracy.</li> <li>• Good level of IT skills.</li> <li>• Proficiency in Microsoft Word and Excel.</li> <li>• Excellent organisational skills.</li> <li>• Good problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of estates/property statutory compliance.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work both independently and as part of a team.</li> <li>• Ability to communicate effectively with a wide range of individuals and groups.</li> <li>• The ability to handle pressure, to prioritise tasks and to meet deadlines.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Willingness to contribute to whole college events.</li> <li>• Enthusiasm and commitment for the post.</li> <li>• Willingness to drive to other sites within the Trust when required.</li> </ul>	