

JOB DESCRIPTION

Post title:	Estates, Health & Safety Administrator
Academy:	Central Office Base – travel essential
Reporting to:	Head of Estates
Salary/Pay range:	Support Scale 11-18 (£27,269 - £30,559)
Hours of work:	Full Time 37 hours per week, all year round
Contract:	1 year Fixed Term Contract

Purpose of Job

The Estates, Health & Safety Administrator will support the Head of Estates ensuring that the Trust's properties and estate related projects are in compliance with legal, safety, and regulatory requirements, while also managing various small works projects and minor works tender processes.

A contribution to the effective development of the trusts estates strategy by working closely with a multidisciplinary estates and facilities team to ensure a safe, efficient and effective environment over Laidlaw Schools Trusts growing portfolio.

Main Duties and Responsibilities

Project Coordination

- Coordinate and oversee estate-related projects, such as renovations, repairs, and facility upgrades.
- Collaborate with contractors, vendors, and other stakeholders to ensure projects are delivered on time, within budget and to specified standards.
- Develop project plans, timelines, and budgets, and track progress against these benchmarks.
- Facilitate communication between project teams, internal stakeholders, and third-party contractors to ensure project alignment and smooth execution.

Estates

- Support with allocating grant funding to capital projects and oversee the administration, completion and review of capital projects including any finance tasks as appropriate.
- Support the implementation, administration, monitor and review of the Trust's estate management information system.
- Liaise with Cluster Facilities Managers and Premises Managers on matters relating to estate and facilities management, health and safety and compliance projects.
- Support with DfE capital spend returns.
- Support with the creation of documentation for the estates committee, including the completion of actions.
- Support the Head of Estates with service delivery by developing performance criteria for areas that fall within the estates remit, and track performance.
- Support the wider estates and premises teams in collecting information about school performance and use information to drive improvement.
- Support the Head of Estates in the estate's due diligence and onboarding processes.
- Support with data collection and administration tasks.

Health & Safety and Compliance

- To act as the health and safety coordinator
- Support the Head of Estates by ensuring the relevant health and safety policies, legislation and codes of practice are in place, effectively applied and effectively communicated.
- Support the Head of Estates in the preparation and delivery of health & safety standards and operational procedures to ensure robust systems are in place, and work with stakeholders to ensure compliance is achieved across the school sites.
- Proactively monitor and review health, safety and compliance systems and processes, and recommend any suitable improvements.
- To identify, collate and supply relevant information to CDM duty holders
- Assist in health and safety audits, inspections, accident and incident investigations and work with staff and external advisors to ensure advice is correctly applied and follow up on all close out actions.
- To support with writing, updating and communicating emergency evacuation, lockdown and critical incident and business continuity plans.
- Assist with the development of a safety management system which includes hazard analysis. Coordinate the risk assessment process and record risk assessments for all estate and premises related matters.
- To work with the Cluster Facilities Managers and premises staff to ensure staff are aware of health and safety responsibility such as assisting with the design and roll out of contractor and staff induction packs, communicating standards and sharing key health and safety information.
- To ensure the relevant staff receive instruction, training and personal protective equipment.

Operations

- Support with the creation of documentation for the estates committee and other committees as necessary.
- Assist with the preparation of tender documents, negotiation and quotes in line with the financial scheme of delegation.
- Assist the Cluster Facilities Managers and Premises Managers by sharing close out actions.
- To manage the oversight of contracts as agreed with approved contractors and suppliers to the trust.
- To assist with managing the use of school estates to maximise opportunities for income generation and community use.
- Assist Cluster Facilities Managers with space planning and utilisation to ensure the needs of the end user are met.

Strategy and Development

- Prepare information as requested to assist in the evaluation of all of the sites.
- Produce information as requested and support with the necessary reports and summaries which feed into wider decision making.
- Assist with the design and development of a trust wide asset management plans.
- Assist with tracking and reporting energy usage.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required.

- To ensure appropriate safeguarding and health and safety compliance and risk assessments are carried out on contractors and ensure concerns are raised and communicated.

Communication

- Be a point of contact between stakeholders about works, compliance, health and safety and any other estates related matters.
- Develop strong and positive working relationships with stakeholders including school and trust staff, contractors and external experts and bodies and work as a multidisciplinary estates team to ensure schools are safe, secure, inspiring and compliant, in support of the educational vision.
- Take an active role in updating information and positively communicating to schools and the trust orally and in writing.
- Delivery of training and instruction as required.
- Willingness to work with trust and school staff across all sites.

Training and Development

- To take part in formal and informal qualifications, training and professional development as required.