



Working With Us

Together we **Exceed**

RECRUITMENT INFORMATION PACK

Position: Estates, Safety and Compliance Officer

Grade: PO2 (£32,910 to £35,745)

June 2022

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MESSAGE FROM THE CEO

Dear Candidate,

We would like to thank you for your interest in joining Exceed Academies Trust as a Estates, Safety and Compliance Officer.

I am delighted that you are interested to see how Exceed Academies Trust can support you in your career. You may already know a little bit about our amazing schools and organisations, we hope that after reading the enclosed pack that you will consider applying to be part of our outstanding team.

Exceed Academies Trust is an educational charity that runs schools on behalf of the Government. We are a cross phase Trust comprising of nine schools: seven primaries, one all-through (3-16), and one alternative provision academy. Our family of schools are all located within the Bradford district and mostly serve communities with some of the highest levels of social and economic challenges in the city. Our schools are inclusive, community focused, and supportive. We make no excuses for outcomes and a number of our schools have traditionally been some of the highest performing both locally and nationally, with two schools featuring in the Sunday Times list of top 250 state primary schools in the country. Our Sponsored Academies are being supported on their journey to Outstanding, one of which was recently rated in the top five in Bradford for its amazing KS2 Outcomes.

Exceed Academies Trust recognises its moral purpose to support schools and academies across the city and the region. Exceed Academies Trust is responsible for and runs the Bradford Teaching School Hub on behalf of the City. The Trust is also responsible for a SCITT (School Centre for Initial Teaching Training) and has recently been approved as an Apprenticeship Training Provider. The SCITT trains 50 primary school teachers each year and has two hubs, one in Leeds and one in Bradford.

As a Trust, we are determined to be an 'Employer of Choice' where our staff are seen as the key and the most important resource. Our staff are supported through professional development and an active wellbeing strategy. We believe in supporting staff to achieve a healthy work life balance, for the benefit of the children in our schools, as well as to support them to enjoy their personal lives, family and social time. We are keen to support initiatives that build healthy teams, support personal resilience and we provide opportunities to seek support for staff mental health and general wellbeing.

I would like to thank you once again for your interest in Exceed Academies Trust and the position of Estates, Safety and Compliance Officer. I hope the information provided gives you a sense and feel for our organisation. If you believe that your own values are a good fit with our Trust, we would be delighted to receive your application and look forward to working with you to support the children and young people of Bradford.

Duncan Jacques, CBE
Chief Executive Officer,
Exceed Academies Trust





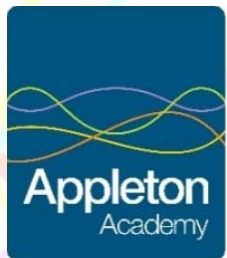
ABOUT US



Exceed Academies Trust believes that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

We are a cross phase Trust of nine academies; seven primary, one all-through, and one alternative provision academy; we also run a maintained nursery school through a service level agreement. It is our aim and determination to be as inclusive as possible.

Each academy has its own website, please visit these websites to find out more about them.



The Trust recognises its moral purpose to support schools and academies across the city and the region. We are responsible for running and managing the Bradford Teaching School Hub on behalf of the DfE, deliver high-quality school-led Initial Teacher Training through our Ofsted Outstanding SCITT, and facilitate a wide range of school improvement support for Exceed Academies Trust and beyond through our Institute.



OUR PURPOSE AND ETHICAL GOALS

Our core educational vision is to provide an **outstanding school experience for all.**

Our schools aim to be inclusive, high achieving and ones in which our learners, staff and the wider community strive to '**see what's possible**'.

Our schools retain their individuality, own identity and local governance.

The Trust recognises its moral purpose to support schools and academies across the city and the region.

Children and students are at the heart of everything we do

Our tagline is simple: **Together we Exceed**

All of our work is underpinned by our ethical goals:

To improve outcomes and life chances for the learners in its schools

To impact positively on the communities that are served

To ensure that all trust schools become 'good' or better

To ensure that all learners are prepared and contribute to life in modern Britain

To contribute to system-wide improvements in education

JOB ADVERT

Estates, Compliance and Safety Officer

PO2 (£32,910 to £35,745)

Full time, 37 hours per week, All Year Round

We are an expanding Multi Academy Trust that currently includes seven primary schools, one all-through school and a multi-site alternative provision setting. We also work closely alongside and in collaboration with a Local Authority maintained nursery, Canterbury Nursery School.

Exceed Academies Trust have an excellent reputation within the local and wider community and we are proud to lead the Bradford Teaching School Hub, supporting all schools across the city. We also boast an Outstanding SCITT provision as well as possessing an exceptional track record of supporting staff to grow and develop their careers through the Exceed Institute.

Due to the expansion of our Central Team, Exceed Academies Trust would like to appoint an **Estates, Compliance and Safety Officer** to work within the busy Central Estates team based at the Trust head office at Horton Park Primary School in Bradford.

Supporting the current Estates team, working alongside and reporting into the Chief Estates Officer, the **Estates, Compliance and Safety Officer** will provide leaders with appropriate advice and guidance on the implementation of health and safety policies, procedures and standards, helping to ensure effective Health, Safety and Compliance practices throughout the Trust. Acting as the Trust's lead competent person for Health, Safety and Compliance they will ensure all current health and safety legislation and approved codes of practice are met, as well as being continuously improved.

This is a varied and interesting role working with a committed team of education professionals who work closely as a cohesive team, supporting each other and our family of schools. If you are passionate about delivering a service that is flexible and solution-focussed, you will love working with us.

We are looking for someone with experience in an estates support role within an education environment who has a good understanding of Health and Safety requirements, as well experience of managing effective compliance. An understanding of estates management within a Multi Academy Trust and the related procedures and standards is also essential.

An integral part of an outstanding MAT Central Team with an enviable reputation, this position is most suited to someone who truly wants to make a difference to the lives of the young people of Bradford. The right candidate will be a strong team player, proactive and innovative, with a desire to challenge the norm. Previous work experience within Health, Safety and Compliance is essential, as is a desire to provide the best possible support, advice and guidance to leaders across the Trust.



Recruitment process

If you would like to discuss this opportunity in further detail, please contact Emma Hendry, Chief HR Officer on 07967 390793 or email emmahendry@exceedacademiestrust.co.uk

Exceed Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff within the Trust to share this commitment. The successful candidate will be required to undertake an enhanced DBS check and to register with the DBS update service.

Please return completed application forms by email to: recruitment@exceedacademiestrust.co.uk

Closing date: Monday 11th July at 9am

Interviews will be held: Week of 18th July 2022

JOB DESCRIPTION

Post title:	Estates, Safety and Compliance Officer
Contract	Full Time, Permanent, (37 hours per week, All Year Round)
Pay band	PO2
Line manager:	Chief Estates Officer
Supervisory responsibilities:	N/A
Location:	Based at Horton Park Primary School, however regular travel between Trust academy sites as required. Flexibility to work from home as required.

Core purpose

Working with the Chief Estates Officer and wider Trust Central Team, the Estates, Safety and Compliance Officer will support in ensuring effective Health, Safety and Compliance practices throughout the Trust. The postholder will act as the Trust's lead competent person for Health, Safety and Compliance, ensuring all current health and safety legislation and approved codes of practice are met as well as being continuously improved. Supporting leaders across the Trust with all Health, Safety and Compliance matters The Estates, Safety and Compliance Officer will ensure complete compliance by providing advice and guidance on the implementation of health and safety policies, procedures, standards and other best practice methods across all current and future sites.

Duties and responsibilities

Advice and Guidance

- Providing competent Health, Safety, compliance, and Environmental advice to the Trust
- To co-ordinate, support and advise on all aspects with regards to Health, Safety and Compliance
- Advise on and ensure the completion and regular review of risk assessments across the Trust including external trips and visits
- Develop, advise and support each setting in the use of the Trusts asset management system
- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business
- Establish a structured programme of health & safety training throughout the Trust

Compliance

- Ensure a safe Trust wide environment for all through the co-ordination and development of health & safety policies, systems of work and procedures
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to, applied consistently and are regularly reviewed, updated and communicated
- To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health, Safety and Compliance within the Trust are adhered to
- Ensure the Trust meets its statutory obligations in all areas pertaining to health, safety and compliance including statutory training and reporting
- Ensure that near miss, accident reporting, investigation and subsequent improvements are implemented in a standardised manner across the Trust

- Ensure that all compliance and safety inspections are carried out and reported via the Trusts systems in a timely manner
- Undertake the Trusts Health, Safety and Compliance audits across all settings
- Liaise with external contractors, consultants and bodies as and when required with regard to compliance audits
- Engaging with site managers and office staff on a regular basis to continuously monitor compliance and safety systems
- To further develop the Trusts compliance, reporting and dashboard systems to provide real time health, safety and compliance data
- Ensure audits and checks are continuously reviewed in line with new legislation and GEMS
- Ensure full and accurate health and safety and training records are maintained across all settings
- Liaise with external health & safety consultants in the provision of training programmes and health and safety services
- To develop a trust wide and school centric health and safety committee process to ensure best practice, compliance, and continuous improvement across all areas
- Oversee the induction and on-going CPD in Health, Safety and Compliance for the Trust workforce.
- Provide input into regular reports to Trust, Headteachers and Trustees on relevant health, safety and compliance activities

Estates

- Further develop the business continuity process for the Trust and individual settings
- Support and provide input into the 5-year development plans for each setting
- To support the Chief Estates Officer to develop and advise on the Trusts approach to carbon reduction and CSR
- Support the Chief Estates Officer in the continuous development of the Trust estate through minor and major work programmes
- Liaise with external contractors, consultants and bodies as and when required with regard to building works
- Support the Chief Estates Officer to ensure the Trust estate as a whole is sustainable and fit for purpose

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting estates, safety and compliance
- Participate in regular performance management processes
- Perform such other tasks as may be determined from time to time.

Relationships

The post-holder should take considerable pride in their work and the strength of their working relationships. They need to be adaptable, work flexibly, possess excellent written and verbal communication skills, use their own initiative, and have exceptional attention to detail.

Working Practices

There is a flexible approach to working from home. A driving license is required. The post-holder will need their own car, insured to cover business use. Expenses will be paid for business travel. You will be required to work flexibly to support the needs of the Trust.

NB. The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Together we **Exceed**

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