Job title: Regional Manager - Property and Health and Safety   
(secondment)

Job Description

| Working pattern | Split-role, working 50% centrally, and 50% locally (in substantive role) |
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| Salary | £50k to £55k per annum |
| Location | Central Trust Team, Head Office, 1 Angel Square |
| Reports to | Head of Property and H&S |
| Direct reports | representatives from all Trust sites across all regions |

| Purpose of role:   * To support all stakeholders in the delivery of compliant services and good estates management within the Facilities Management Support Teams. * To signpost stakeholders to the most appropriate and relevant H&S legislation. * To add capacity to the Business Operations Team across the Trust. * To work closely with the DfE and local authorities to deliver academy new build projects. * To ensure HTs and Business Managers have the correct information to support the procurement procedures in line with the academy’s Financial Handbook. * Property Asset Management including insurance and property valuations. * To support the due diligence process when onboarding new schools to the Trust. * The Trust has a new build programme and the role will include being heavily involved in defects and the latent defect process * To support the Estates Strategy and Vision and contribute to the asset management plan of the Trust |
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| Key accountabilities (and specific duties / responsibilities):  The responsibility of the postholder is:   * To maintain accurate record keeping and a transparent audit trail to evidence Trust wide administrational support of all stakeholders on academy sites. * To be available to support during crisis management situations. * To understand and review risk registers. * To support with PFI contracts and negotiations including the exit strategy. * To procure support services for H&S, tendering support partners, building quotes and building management support, insurance claims and advice, condition surveys and FM administrational platforms and the management of educational trips and visits. * To ensure all sites are prepared for the independent annual H&S audit and to support the implementation of audit recommendations through to completion. * To regularly meet and liaise with FMs across the Trust, have an overview of all building and property maintenance issues and develop strong business cases for SCA applications. * Third Party Contract Management of FM services, cleaning and catering services where high level management of KPIs is required. * Promotion and practice of safeguarding the welfare of children that you come into contact with through your job role. |
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Job Description

| Personal attributes required (based on job description): | | | | |
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| Attributes  the ability to multitask; excellent communication skills both written and verbal; can work independently and manage own workload | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * Relevant to the industry (IOSH) * General education to GCSE standard * Excellent IT skills | |  | |  |
| Experience   * To evidence experience of extensive knowledge of academy sites * To demonstrate an understanding of primary and secondary property building management and compliance | |  | |  |
| Skills, Ability, Knowledge   * Engineering and understanding of the maintenance regimes * ability to deliver large development projects eg renewal of a 3G sports pitch or a project in excess of £200k. * The knowledge and understanding of contractual arrangements including commissioning and warranties. | |  | |  |
| Personal Qualities   * the ability work within an established team with a can-do attitude towards all issues arising * a pragmatic approach to admin and paperwork * attention to detail * a sensible approach towards financial expenditure and the ability to work within tight budgets with a creative mindset * All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. * Clean full driving licence   Must include qualities relating to the safeguarding of children;   * Motivation to work with children * Ability to form and maintain appropriate relationships and personal boundaries with children. * Emotional resilience in dealing with challenging behaviour. * Attitudes to use of authority and maintaining discipline. | |  | |  |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.