

# Trust Facilities and Health and Safety Coordinator Job Description and Person Specification



**Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.**

<b>Post Title:</b>	<b>Trust Facilities and Health and Safety Coordinator</b>
<b>Responsible to:</b>	Assistant Accountant and Facilities Manager
<b>Responsible for:</b>	Securing Trust wide compliance in respect of Facilities and Health and Safety including all statutory and regulatory returns, policies, procedures and compliance.
<b>Grade and Terms:</b>	Full time, all year post, salary is on a four-point scale commencing on £25,990 to £27,741

**Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!**

## **Main Purpose of Job**

To coordinate and deliver the Facilities Service for the Trust in line with policies, procedures, legislation and internal operational procedures under the leadership of and as directed by the Assistant Accountant and Facilities Manager. To be responsible for:

- the safe and efficient management, operation and development of all Trust premises related functions and resources, including third party contracts.
- Ensuring that policies, procedures regarding Health and Safety are written in accordance with current legislation and best practice.
- routinely updating and reviewing all Facilities Operational Procedures and schedules and contributing to the development of Trust policy to ensure compliance and integrity at both a national and local level.
- ensuring that statutory requirements within the remit of the post are met.
- coordinate health and safety across the Trust ensuring communications are effective; liaise with external H&S advisor to the Trust. Training will be provided if required.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outline below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

**Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).**

**A=Accountability (which means being responsible for something to somebody), L= Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)**

<b>1</b>	<b>Role Specific Duties and Responsibilities</b>	<b>A</b>	<b>L</b>	<b>O</b>
1.1	In conjunction with Site Supervisors prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc. Ensure all estates and facilities paperwork is kept secure and up to date.		/	/
1.2	Identify, negotiate and review procurement or contract renewals in relation to Trust estate and facilities in line with Trust Financial Regulations Policy and Procedures. Lead on the preparation of contract specifications and development of service contracts. Ensure best value is sought. This work will be carried out in alongside the Trust Procurement Officer.		/	/
1.3	Liaise with site supervisors to develop and manage the purchasing protocol for all estate and facilities supplies and services in consultation with the Trust Procurement Officer.		/	/
1.4	To be responsible for the operational procedures relating to the management of asbestos across all sites ensuring the discharge of our legal responsibilities. This will include providing advice and guidance to all relevant parties and completion and recording of all documentation, protocols and reporting.		/	/
1.5	Identify the need, and be responsible for, securing appropriate licenses, warranties and insurance.		/	/
1.6	Provide a safe, secure, clean, warm and stimulating environments for all site users and visitors and ensure that health and safety requirements are complied with.		/	/
1.7	Monitor and control the day-to-day work on Trust sites undertaken by employed staff and contractors, dealing with any issues arising. Ensure compliance with CDM (WHAT IS CDM) Regulations.		/	/
1.8	Lead on the development of estate and facilities related policies and procedures.	/	/	/

1.9	Lead the development and implementation of a Trust premises and site maintenance and repairs programme.	/	/	/
1.10	Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the Trust environment is safe, comfortable and fully functional.	/	/	/
1.11	Ensure maintenance schedules meet contractual warranty and insurance requirements.		/	/
1.12	Working with the Assistant Accountant and Facilities Manager monitor the quality and specification compliance of the cleaning, grounds and catering services to include liaising with the contracted service providers and/or direct management and supervision of Trust staff delivering such services.			/
1.13	Develop strategies across the Trust to minimise waste, seek ways to recycle, have minimal impact on the environment and reduce consumption.			/
1.14	Review and make recommendations to the Trust with regard to the Trust's energy supplies. Prepare and maintain all computerised /manual records of inspections, works undertaken, and utilities/fuel efficiency.			/

<b>2</b>	<b>Health &amp; Safety</b>	<b>A</b>	<b>L</b>	<b>O</b>
2.1	To be responsible for managing all aspects of health and safety matters within the Trust including risk assessments, COSHH assessments, health and safety policy, fire safety and emergency planning.	/	/	/
2.2	Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety strategic development and staff training.	/	/	/
2.3	Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.	/	/	/
2.4	The undertaking of health and safety audits across all areas of the Trust and liaising with external audit alongside Director of Finance and Physical Resources.		/	/
2.5	Ensuring that accident/near miss incidents are effectively investigated and reported.		/	/

<b>3</b>	<b>Fire Safety</b>	<b>A</b>	<b>L</b>	<b>O</b>
3.1	Be responsible for the development and management of appropriate measures for the security of the Trusts sites and buildings and the prevention of theft or damage to Trust property		/	/

3.2	Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated to include fire risk assessment for all sites. Liaise with site personnel responsible for fire safety to ensure PEEP's are up to date.		/	/
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#### 4. Generic Duties and Responsibilities

4.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
4.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
4.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
4.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules. As a manager you will be responsible for developing, updating and communicating the operational schedules to your team.
4.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
4.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
4.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
4.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
4.9	Organise and support Academy and Trust events as requested.
4.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
4.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

**Person Specification**  
**Post: Trust Facilities and Health and Safety Coordinator**

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		<b>Essential</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications / Training / Experience</b>		
1.1	GCSE A*-C in Mathematics, English and other relevant qualification at A' level equivalent or above.	✓	AF/CQ
1.2	Health and Safety Qualification at a level appropriate to the post.	✓	AF/CQ
1.3	Facilities management qualification at a level appropriate for the post.	✓	AF/CQ
1.4	Evidence of experience of managing and delivering a Facilities Service at an appropriate level.	✓	AF/I/R
<b>2</b>	<b>Skills and Aptitudes</b>		
2.1	Understanding and be able to deliver all aspects of Facilities management as outlined in the job description.	✓	AF/I/R
2.2	Ability to relate well to and respect pupils / students and act as a role model at all times.	✓	AF/I/R
2.3	The ability to work within recognised procedures and respond to unexpected problems and situations.	✓	AF/I/R
2.4	Be able to evidence the following to a high standard: <ul style="list-style-type: none"> <li>• Numeracy</li> <li>• Communication and negotiation skills</li> <li>• Organisational Skills</li> <li>• Administrative Skills</li> <li>• IT and Data Skills</li> </ul>	✓	AF, CQ, R, I
2.5	Ability to deal with confidential and sensitive information with tact and discretion applying data protection (GDPR) and data sensitivity principles at all times.	✓	AF, CQ, R, I
2.6	Working knowledge of relevant policies/codes of practice/legislation relating to Facilities Management and in particular to Health and Safety.	✓	I/AF
<b>3</b>	<b>Mandatory Requirements</b>		
3.1	A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check
3.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R

3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or friends.	✓	AF/R
<b>4</b>	<b>Physical Requirements</b>		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability)	✓	I, R

## 5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

<b>5</b>	<b>Effective Behaviours</b>	<b>Method of Assessment</b>
5.1	<b>Managing self and personal skills:</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R
5.2	<b>Delivering excellent service:</b> Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R
5.3	<b>Finding innovative solutions:</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R
5.4	<b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	<b>Using resources:</b> Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R
5.6	<b>Engaging with the big picture:</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust and each Academy are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R
5.7	<b>Developing self and others:</b> Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R

5.8	<b>Working with people:</b> Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R
5.9	<b>Achieving results:</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R

**Key to abbreviations:** **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check  
This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.