



Job Description

Job Title	Trust Estate Officer
Grade	Band 3
Reports to	COO/CFO
Liaison with	Headteachers, Site Management, Office Leads, Staff, Relevant external bodies e.g. ECC H & S
Job Purpose	To be responsible for statutory compliance for estate management and co-ordination of Capital works.
Duties	<ul style="list-style-type: none"> ▪ To be responsible for the management of the SmartLog online health and safety programme to include the following: <ul style="list-style-type: none"> ○ Manage existing users and leavers, set up new users and register for Fire Awareness Training and Health & Safety at Work (annual training required). ○ Set up checks and tests for regular servicing of equipment by contractors. ○ Set up checks and tests for regular checking of equipment by Site Manager ○ Monthly monitoring of outstanding training in the academies and notifying HT/DHT of relevant school to chase. ○ Monthly monitoring of outstanding checks, tests and servicing by Site Managers and chasing as necessary. ○ Identify and set up new users for the annual DSE (Display Screen Equipment) risk assessment to be completed by regular users of PC/laptop (teachers, HLTA, admin). Due May and annually thereafter. ▪ Using the ECC H&S Online Service, check monthly for any bulletins which have been issued and forward on to the appropriate staff. Any bulletins should be discussed at the next H&S meeting. ▪ To prepare for and attend the termly Health & Safety / Premises meeting held in each Academy. This will include: <ul style="list-style-type: none"> ○ H&S/Premises walk with the Site Manager. ○ Produce a report following the walk with actions. ○ Prepare the agenda and attach relevant documents. ○ Prior to the meeting undertake a physical check of files in each academy (H&S Monitoring, Legionella, Fire) to ensure the checks and tests are up-to-date; the required documentation/certificates are in the file; any issues that have arisen re. site manager monthly fire extinguisher, emergency lighting and legionella have been actioned where appropriate. ○ Update the Site Management Plans with any actions arising from the walk and meeting. ○ Type minutes and circulate with all attachments to HT, SM and H&S Director.



	<ul style="list-style-type: none">▪ Update annually the Trust's 'Health & Safety Guidelines' booklet to be issued to all staff in September. This must include any relevant H&S bulletins or other advice issued during the year, or following an accident or incident where a change in procedures has resulted. A copy must also be uploaded to Smart Log▪ To update annually, or when required, all Trust risk assessments as advised by the Site Managers.▪ Prepare action plans from the risk assessments completed by the Site Manager and external contractors (e.g. fire, finger guards, asbestos, legionella, tree survey etc.) and issue to Site Managers for action and HT for info. Include 'Action Plans' as an agenda item at H&S meeting to monitor progress of actions.▪ Prepare the annual H&S audit documents and send to each Academy for completion. Prepare an action plan from the completed forms and monitor progress of actions at termly H&S/Premises Meeting.▪ Together with the Site Manager, complete the annual online Asbestos Return to the DfE.▪ Collect monthly school meal information from ScholarPack to produce statistical data and monitor trends. Report to be sent to the Trust Finance Team Leader
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive, the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.</p>