



SPECIALIST SCHOOLS TRUST
SITES MANAGER – COMPLIANCE

Contract: Full-time, permanent

Salary: Grade 8 SCP 26 – 30 Starting salary £36124 -£39513 (pay review pending)

Hours: Monday to Friday, 37 hours per week, 52 weeks per year.

Location: School-based, with travel across the Trust where required

Responsible to: Business Lead – Premises and Estates

The post holder will carry out all duties in accordance with the policies and values of the Specialist Schools Trust.

Role Purpose

To assist the Business Lead – Premises and Estates in ensuring the trust meets all statutory and regulatory obligations relating to health and safety, risk management, building maintenance and wider compliance frameworks. The post holder leads on monitoring, reporting, and continuous improvement of compliance systems, ensuring the trust operates safely, legally, and in line with best practice.

Main Duties and Responsibilities

- Act as a point of contact for all health and safety and compliance matters across all trust sites.
- Ensure compliance with all relevant UK legislation and statutory requirements.
- Ensure a safe environment for all sites users by implementing Health and Safety Regulations, Safe Working Procedures, Safe Systems of Work and ensuring timely completion of risk assessments and Health and Safety inspections.
- Create and maintain a compliance calendar and ensure all statutory returns, audits, and reports are completed on time.
- Support in the review and updating of statutory policies.
- Support the communication and implementation of compliance-related policies across the trust.



- Provide day-to-day advice and guidance to the Business Leadership Team and relevant colleagues on compliance matters, escalating complex or high-risk issues appropriately.
- Oversee the completion, quality, and review cycle of risk assessments across all trust sites.
- Assist in maintaining the trust's risk register and support leaders in identifying, assessing, and mitigating risks.
- Maintain accurate, organised, and audit-ready health and safety documentation and records.
- Input data onto the trust's compliance monitoring system (Every), conduct internal compliance audits and prepare reports for senior leaders, trustees and governors.
- Contribute to the development of sustainable, energy-efficient practices across the Trust estate.
- To liaise with the Sites Manager – Operations and cover during absence.

Supporting the Trust

At an appropriate level, in line with the role, grade, and training received, all employees are expected to:

1. Support the aims, values, mission, and ethos of the Specialist Schools Trust and contribute positively to a collaborative team culture.
2. Attend and contribute to staff meetings and INSET days, identifying areas for personal development.
3. Take responsibility for safeguarding and promoting the welfare of children, maintaining confidentiality in line with trust and school policies.
4. Be aware of and act in accordance with the schools' Health and Safety Policy.
5. Participate in the trust's appraisal process.

The post holder may be required to undertake additional duties not listed above, where these are commensurate with the role and appropriate training is provided.



Specification	Essential	Desirable	Evidence
Education, Qualifications and Training	Good standard of general education to at least GCSE level or equivalent	First Aid qualification.	Application form, interview and certificates.
	Relevant qualification in Health & Safety or compliance (e.g., IOSH Managing Safely or equivalent).	NEBOSH General Certificate or above.	
	Evidence of ongoing professional development in compliance, estates, or facilities management.	Training in risk assessment, fire safety, or facilities management.	
Experience	Experience of working in a compliance, estates, facilities, or health and safety-focused role.	Experience working in a school or educational environment.	Interview
	Experience of maintaining compliance records, logs, or statutory documentation.	Experience managing or supporting sustainability or energy-efficiency initiatives.	
	Experience of conducting or supporting audits, inspections, or risk assessments.	Experience contributing to policy development or review.	
	Experience of advising colleagues on compliance or safety matters.		
	Supervision, training and management of staff.		
	Communicating with a wide range of colleagues at all levels and with external stakeholders and contractors.		
	Good IT skills including email, Word and Excel.	Experience of working with compliance and BIM systems.	
Knowledge & Understanding	Strong understanding of UK health and safety legislation and statutory compliance requirements.	Knowledge of Trust-wide compliance frameworks or multi-site working.	
	Demonstrate knowledge in sustainability and climate issues effecting the efficient running of a building.	Qualification in renewables, climate or sustainability actions.	
	Knowledge of risk management principles and	Understanding of sustainability and	



	practical application of risk assessments.	energy-efficient building practices.	
	Understanding of safeguarding responsibilities and the need for confidentiality.		
	Awareness of best practice in maintaining safe, compliant school environments.		
Skills & Abilities	Ability to organise, prioritise, and manage a varied workload to meet statutory deadlines.	Ability to analyse data and produce clear reports for senior leaders and governors.	
	Strong attention to detail with the ability to maintain accurate, audit-ready records.	Ability to support or deliver staff training on compliance matters.	
	Effective communication skills, with the ability to provide clear guidance to staff at all levels.		
	Ability to identify risks, propose solutions, and escalate issues appropriately.		
	Ability to work independently and use initiative while contributing to a wider team.		
Personal Qualities	Commitment to the aims, values, and ethos of the school and Trust.		
	Professional, reliable, and proactive approach to work.		
	Willingness to undertake relevant training and adapt to changing requirements.		
	Ability to build positive working relationships across the school community.		
Other Requirements	Willingness to travel across the Trust when required.		
	Ability to work flexibly to meet operational needs.		
	Satisfactory enhanced DBS check.		