



## Job Description & Person Specification

<b>Job Title:</b>	<b>ACES Compliance Technician</b>
<b>Location:</b>	<b>All schools within ACES Academies Trust</b>
<b>Reports to:</b>	<b>Trust Estates Manager</b>

### Purpose

Within your role as Maintenance Technician/Compliance Person, you will be working between school in the trust to ensure that our Estates are maintained to the highest of standards.

### Main Responsibilities

- Ensure that all the property remains in a safe and structural condition and that all utilities are fully operational.
- Ensure that all tools and equipment used are stored in a safe place for the protection and safety of Students and staff & ensure that the storage of all cleaning and dangerous materials conform to the schools COSHH policy.
- Complete the various maintenance, fire and health and safety checks as advised by the Estates Manager.
- Ensure that all building equipment is maintained in a safe condition and conform to legal requirements.
- Carry out light plumbing, electrical and carpentry work, in line with skill levels and qualifications, as well as decorating.
- Deliver an audit program, ensuring appointments are kept and your portfolio of buildings are visited once a week.
- Ensuring that the compliance data is recorded accurately and reported regularly.
- Keep abreast of any changes to the relevant Health and Safety legislation in relation to the management of premises.
- Pay special attention to key risks of managing buildings including The Management of Asbestos, Gas safety, Water hygiene, electrical/electronic safety systems and Fire risk assessments.

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## Other Responsibilities

- Work with other Estates and Property colleagues to help implement a new risk management IT system; making best use of handheld and cloud-based technology to capture real-time property data and provide high quality reports.
- Work very closely with the Operational Estate Management Team, who will work alongside the Estates safety Team to ensure that any non-compliance issues are dealt with promptly, meaning our premises are safe for all Students, staff and visitors.

### Health and Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.

### Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education.

### Other

- To support the furtherance of the Trust's mission statement.
- To promote student and staff participation.
- To act as a role model in high quality teaching and learning.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (ACES Compliance Technician)

Signed..... (Trust Estates Manager)

Date.....



## ACES Academies Trust Person Specification: Compliance Manager

Criteria	Desirability
<b>QUALIFICATIONS/KNOWLEDGE</b>	
Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	Desirable
Knowledge of moving and handling procedures	Desirable
Full UK Driving Licence valid for at least 12 months	Essential
<b>EXPERIENCE</b>	
Knowledge or understanding of the education sector	Desirable
At least 10 years of experience	Essential
Knowledge of plant rooms and how they work	Essential
Knowledge or understanding of a wide range of traditional building trades	Essential
Knowledge or understanding of compliance, health & safety at work, particularly moving and handling techniques and COSHH	Essential
Confident in dealing with other officers within the organisation, as well as client's representatives and other stakeholders	Essential
Relevant experience in the management of properties either in Caretaking, Facilities Management or Health and Safety role	Essential
<b>PROFESSIONAL COMPETENCE</b>	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to take ownership of resolving issues	Essential
Strong written & verbal communication skills	Essential
Completing the task correctly the first time, by ensuring access, materials, and timescales are both achievable and deliverable	Essential
Manage Maintenance software system as trained	Essential
Be honest and helpful to the needs of others	Essential
Always carry out your tasks as efficiently as possible, and to the highest standards	Essential
Carry out tasks as per instructions/training provided	Essential
Ability to form sound relationships with colleagues and the wider school community	Essential
Ability to deal with difficult situations in an objective and professional manner	Essential
Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school	Essential
High degree of discretion in dealing with confidential information	Essential
Be flexible and adaptable, responding to changing requirements	Essential
High level of integrity	Essential
Considerate working manner, operating thoughtfully of site users and the environment	Essential

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