

Property Compliance Officer

Job description, 2024

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Job description

Job title	Property Compliance Officer	Team	St John's College
Job band	£33,961	Reporting to	Estates Manager
Hours	40 hours per week.	Line manages	N/A

Approved by: Director of Property and IT

Updated: April 2024

Role purpose

To lead on the day-to-day responsibilities for property, health and safety and vehicle fleet regulatory and statutory compliance at St John's College and its residential settings.

Key accountabilities and dimensions

Property:

- Routinely conduct property inspections and work with the Estates Manager to identify any corrective actions needed. Ensure that issues are recorded onto the central platform and remedial actions are followed up/completed.
- Ensure that appropriate up to date records are kept and maintained in line with building regulations and health and safety legislation, including fire safety, electrical, LEV, LOLER, water hygiene and waste disposal.
- Carry out monthly health and safety checks to ensure legal and regulatory body compliance is maintained across all property (including residential) and ensure records are kept on SharePoint and the organisation's inspection software.
- Support the Estates Manager with the management of the vehicle fleet, carrying out routine vehicle safety inspections, driver checks and maintain related documentation and/or systems.
- Maintain inventory/asset records and support the Estates Manager with managing Planned Preventative Maintenance schedules, ensuring that all servicing, testing and statutory inspections are carried out for all plant, equipment and infrastructure in accordance with regulations or legislation.
- Maintain detailed knowledge of local and contractor site operating methods, risk and method statements (RAMS), and ensure compliance with legislation and safe working practices.

Health and Safety:

- Providing the role of local 'Responsible Person' in respect of the organisation's legal compliance with regard to the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.
- Maintain appropriate records of reported accidents, incidents and/or dangerous occurrences (including RIDDOR reports to the HSE) and provide recommendations for improvement where required.
- Produce termly health and safety statistics and updated for SLT, Governor and Trustee reports and others as required.
- Attend termly Health & Safety Committee and other relevant meetings as needed.
- Carry out post-incident investigations with the Health & Safety Manager as appropriate and produce a report with action recommendations and/or any lessons learned to the College

Business Manager and Health & Safety Manager.

- Actively promote safe working practices and support staff and managers with the production of generic, specific or dynamic risk assessments and ensure that these are recorded on SharePoint.
- Determine and maintain the required levels of first aid cover and fire marshals for the College and actively support in their recruitment and training. Maintain an appropriate stock of first aid consumables for distribution to first aiders.
- Work with the Estates Manager, College Business Manager and the Health & Safety Manager in the formation, delivery and monitoring of the Health and Safety Plan including annual aims and objectives.
- Support and contribute to the review, updating and communication of health and safety policies, procedures and management systems, including mandatory training, first aid, emergency evacuation, fire safety, legionella and risk assessments.
- Routinely review and approve risk assessments for the education team, including events, trips/visits and provide advice or support to staff to ensure that necessary controls have been considered, put in place and tested periodically.
- Develop and maintain effective relationships with learners, staff, managers, governors and trustees, and with external stakeholders, including the local authority, Care Quality Commission, Ofsted, Health & Safety Executive and members of the public.

Other:

- Strictly follow and comply with the requirements of Ambitious about Autism's Health and Safety Policy and financial regulations.
- Promote a positive image of the College and Ambitious about Autism in all contact with internal or external stakeholders.
- Attend and participate in meetings as necessary and actively promote organisational policies.
- Participate in staff development activities and undertake further training as part of your continuing professional development, including keeping up to date with building regulations and health and safety legislation.
- Work flexibly to satisfy organisational needs, including occasional evening or weekend work.
- To maintain confidentiality of information acquired in the course of undertaking duties for any member of staff, learners or department of the College and adhere to the Ambitious about Autism's Data Protection Policy and the data protection legislation.
- To uphold and promote Ambitious about Autism's policies, procedures and controls, including the College's Safeguarding and Equity, Diversity, and Inclusion Policies and promoting those specifically applicable to this area of work.
- Carry out other reasonably comparable duties that may be required from time to time.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by their manager.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. GCSE or equivalent Level 2 qualification in English & Maths	X
2. Valid UK/EU driving license which is free from penalty points that relate to disqualifications or other serious road traffic offences	X
3. Knowledge of building, mechanical, electrical compliance in accordance with relevant health and safety legislation and/or regulations	X
4. Practical experience of effective risk assessment and management and able to provide professional advice and support	X
5. Proven ability in undertaking investigations using tact and diplomacy in sensitive or contentious situations	X
6. Experience of interpreting and analysing data/technical information, and producing written reports for internal stakeholders and committees	X
7. Experience of using and maintaining paper and electronic records/systems and effective compliance monitoring	X
8. Appropriate IT skills relevant to the post with a good working knowledge of Microsoft Office 365	X
9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
10. Values driven with a true ambition for children and young people with autism and/or learning disabilities to achieve their potential (this means you are prepared to go the extra mile).	X
11. Resilient and able to work on own initiative and work as part of a team.	X
12. Able to demonstrate the ability to work in a confidential and sensitive manner	X
13. Good organisational skills and able to work under pressure to plan, prioritise and deliver work to a high quality, and to agreed deadlines	X
14. Excellent oral and written communication skills and able to effectively communicate with a range of stakeholders including learners, staff, visitors, contractors and professional bodies	X
15. High level interpersonal skills and the ability to lead and build effective relationships with individuals, teams and organisations	X
16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 26th May 2024
Candidates informed of outcome of application	W/C Monday 27th May 2024
Interviews	W/C Monday 3rd June 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.