



Blundell's

FOUNDED 1604

Blundell's School	Estates
Job Title	Buildings Compliance Officer
Salary	From £25K
Report to	Estates Bursar
Status	Full Time

Job Purpose

To establish and maintain systems for the collection, maintenance and dissemination of key information within the Estates department and to the wider school.

Developing and maintaining:

- Estates Health & Safety Management
- Defect reporting system
- Energy Management
- Asbestos Management
- Security and Access Control
- Control of Contractors
- Compliance Test and Inspection

Assisting

- Estates Bursar & Maintenance Manager
- Maintenance, Portering and Grounds teams

Line Managing

- Compliance Assistant (part time)

Ensuring that all statutory, critical and essential records are maintained.

Arranging routine test and inspection and keeping compliance registers up to date (including spreadsheets, paper files and databases).

Ensuring that remedial actions are taken in a timely manner.

Involvement with day to day planned and reactive maintenance programmes.

Managing projects.

Job Description

1. Manage statutory, critical and essential records.
2. Arrange and coordinate statutory compliance test and inspection including fixed wiring, PAT testing, gas testing inspection and servicing, fire alarms and extinguishers, emergency lights, legionella, lifting equipment, pressure systems etc.
3. Recording fire practices, alarm tests, inspections and servicing.
4. Manage and maintain the site asbestos management plan, testing, licensed and non-licensed removal and annual re-inspections.
5. Classify and store information for easy retrieval by all managers and building inspectors.
6. Review existing site and building plans and update plans as a result of construction work.
7. Be responsible for ID badges, keys, access control, CCTV maintenance and building alarms.
8. Assist with site energy management including monthly meter readings, data collection and presentation, analysis, researching new technologies and forward planning.
9. Acting as Secretary to the H&S committee and assisting with analysis of accidents etc as required by that group.
10. Provide support for the Estates Bursar and Maintenance Manager as required.
11. Manage building/facilities related projects

Other duties

1. Undertake other duties of a reasonable nature, as may be determined by the post holder's supervisor from time to time.
2. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.

Person specification

The postholder will be involved in the development and maintenance of the Estates management systems and have the opportunity to both develop and maintain these systems.

A good working knowledge of building compliance and/or recognised qualifications in asbestos management, legionella management, health and safety and facilities management will be advantageous. You will have experience of energy management including energy performance certificates. Project management experience or a relevant qualification is desirable.

The successful applicant may be supported in training towards facilities management, project management, energy management and other relevant management qualifications.

The person will need to navigate around the school site and between school activities so a determined approach and appreciation of the workflow and commitment required between term time and school holidays is required.

Hours of work

8.30am – 4.30pm (Mon – Fri) with Saturday mornings (term-time only) on a rota basis (8am – 12pm)

Holidays – 4 weeks plus bank holidays