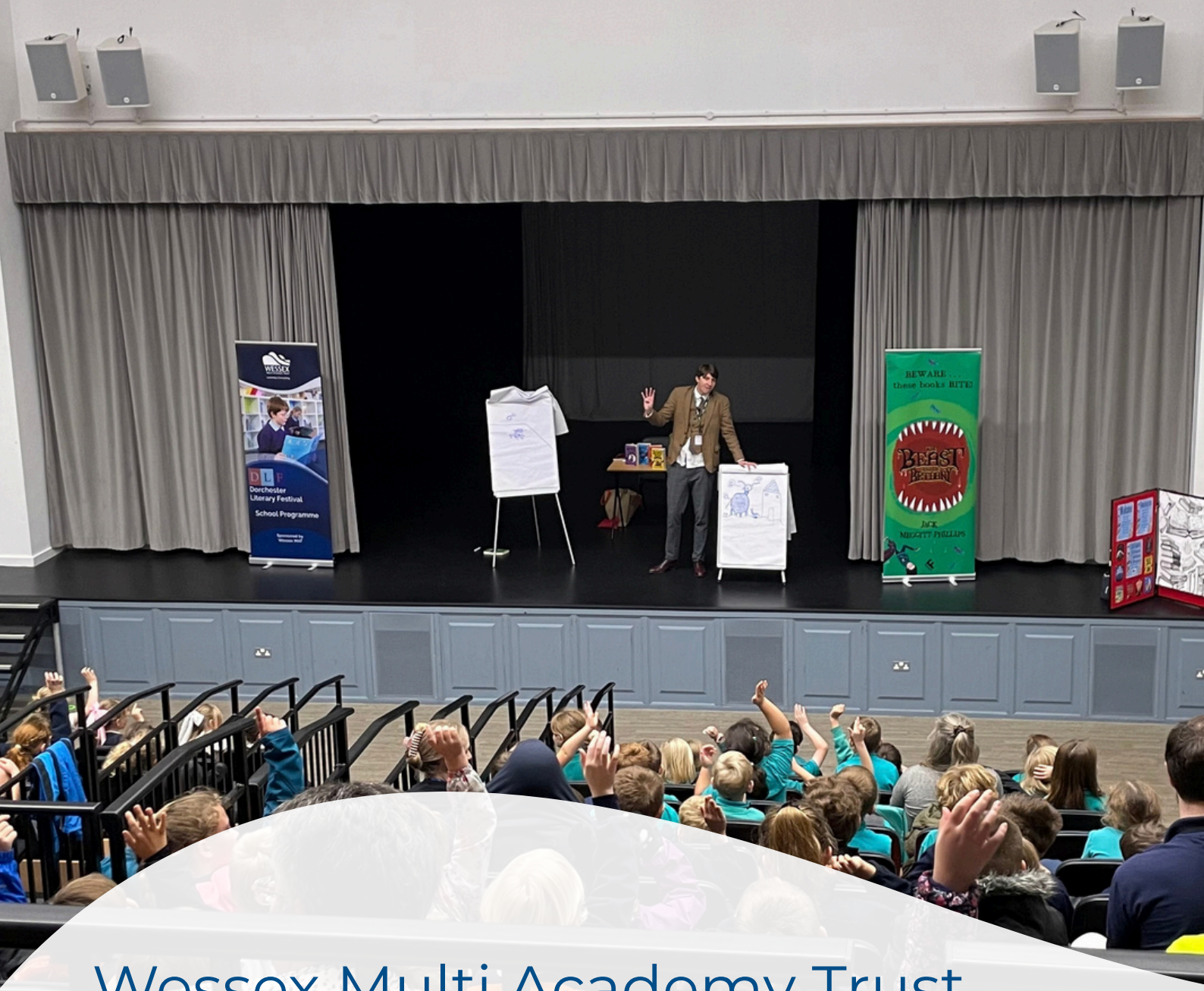


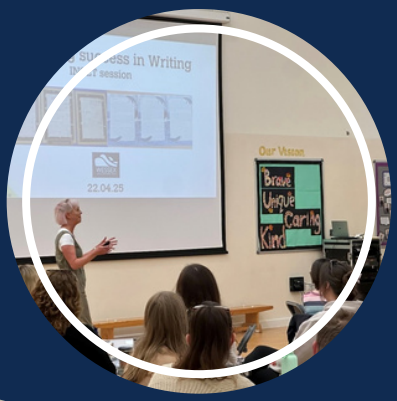
Wessex Multi Academy Trust

Recruitment pack

Trust Estates, Facilities & Compliance Coordinator

LEARNING IS EVERYTHING

WESSEX
MULTI-ACADEMY TRUST





WESSEX RECRUITMENT PACK: CLERK TO GOVERNORS

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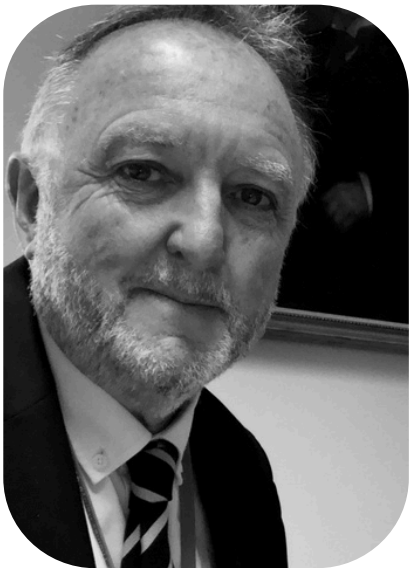
Welcome



Dear Applicant

Thank you for your interest in the post of Trust Estates, Facilities & Compliance Coordinator.

The Wessex Multi-Academy Trust has been in existence since 2015 and is one of the fastest growing multi-academy trusts in the south west. Learning is at the heart of what we do - it is everything. We like the concept of working within a family of schools. We believe schools achieve most when they work together, sharing expertise and best practice.

I am aware of how much time and effort goes into an application so thank you in advance if you decide to proceed beyond this initial interest.

We have tried to include as much information as you need in order to make an application but without overwhelming you.

Choosing the right trust to apply to is an important responsibility. It is difficult to summarise our trust in a brief letter so please visit the website for more information www.wessex.ac

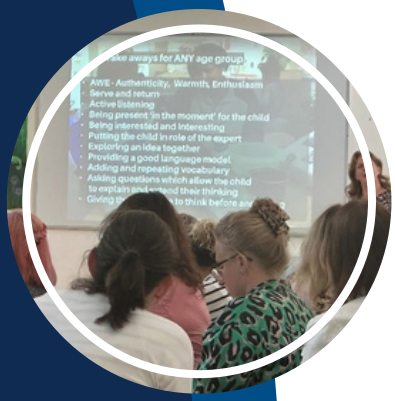
If you would like further information about the role, please contact admin@wessex.ac

We look forward very much to hearing from you.

With warm regards

Mike Foley
CEO

Applications close:
6th December 2026









About us

MISSION

Our mission is for every child in our care to have the best possible learning opportunities in a safe and caring environment where they can achieve their full potential.

VISION

Our vision is to work in partnership with our schools and staff to deliver outstanding contemporary learning opportunities that prepare every child to live a happy, healthy and fulfilling life.

VALUES

The Wessex Multi-Academy Trust believes that at the heart of a successful organisation that is focused on education, the following values are important:

- *Accountability*
- *Collaboration*
- *Respect*
- *Excellence*
- *Care*

For more information

Visit our website

01305 231510 admin@wessex.ac www.wessex.ac



Our schools

Bere Regis School is a happy, friendly, community school with a family atmosphere, where children and adults are encouraged to achieve their potential in a creative and supportive learning environment.

At **Damers First School** children are at the heart of everything we do and our school is a vibrant place in which to learn, work and play. As an inclusive school we are passionate about meeting all children's needs, both emotionally and academically.

At **Dorchester Middle School** we believe that every child is extraordinary and that education has the capacity and the possibility to change lives for the better. We are committed to providing children with the best possible educational experience.

The Purbeck School is a vibrant and exciting school community where everyone matters. Our approach to learning promotes and embeds our core values of respect, aspiration and perseverance.

St Osmunds CE School is a school built upon the Christian values of hope, community, respect and love. Children come first. We stand together and support each other.

At **The Thomas Hardye School** we believe in the power of learning as a means to transform lives and that every young person has a talent that can be nurtured through relentless optimism.

Our schools: cont.

St Marys CE School is a 9-13 middle school situated on the outskirts of Puddletown. We are a church school with an ethos built on Christian values of respect, forgiveness, justice, uniqueness, equality, acceptance and kindness.

Frome Valley CE First School aims to nurture all children as individuals, enabling them to achieve their full potential. At the heart of our school is the belief that we all share a vision and values that help us to be responsible, respectful and caring members of society. We are proud of the Christian ethos of our school and our belief that citizenship and a sense of community are as important as academic achievements.

Milborne St Andrew First School is committed to providing an inclusive environment where children and adults can all flourish as part of a learning community, rooted in mutual respect for all. We have high expectations of ourselves and our pupils and we nurture every unique child and adult.

Piddle Valley CE First School is founded on Christian values, principles and beliefs. We are a small, happy school in which pupils work hard and learn well, within a nurturing and safe environment. We recognise that our school community is unique and valued for the contribution they make.

At **Puddletown CE First School,** we are proud of the church heritage and the community we serve. We aim to inspire our children to learn and to see themselves as active learners with an infinite capacity to improve. We do this in a safe and caring environment based on Christian principles where individual progress is celebrated.

At **Manor Park CE School**, we are working together to provide an inclusive and nurturing environment where everyone has the opportunity to flourish. Our community is built upon the Christian foundations of compassion, trust, collaboration, creativity and resilience whilst embracing diversity and demonstrating mutual respect.

Job description

Trust Estates, Facilities & Compliance Coordinator

Job type	Full-time	**Responsible for**	Coordinate and support estates compliance and services
Responsible to	Chief Operating Officer	**Closing date**	Monday 6th December 2026
Salary: Salary: G8, scp 8 – 20; ££29,542 - £33,673			

MAIN JOB PURPOSE

- To coordinate and support the effective delivery of Estates, compliance and operational services across the Wessex Multi Academy Trust.
- The postholder will coordinate Trust-wide compliance monitoring and support facilities services, maintenance programmes and risk management processes.
- Working closely with the COO, school leaders, site colleagues and external partners, the postholder will help ensure statutory obligations are met, operational services are coordinated effectively, and accurate and transparent information supports sound decision making across the trust.
- The role contributes to safe, compliant and well-run learning environments while supporting consistent practice and continuous improvement across all schools.
- To coordinate and support the effective delivery of the Trusts sustainability strategy

MAIN RESPONSIBILITIES AND DUTIES

Key Responsibilities

- Liaise with central colleagues and schools to support the smooth and consistent delivery of operational services, e.g. fire, legionella
- Work with the COO, school leaders, site colleagues and external partners to coordinate facilities, maintenance and compliance priorities across the trust.
- Ensure contractor documentation, permits, insurance records, certification and compliance evidence is maintained.
- Support schools to keep emergency, business continuity and compliance documentation current.
- Support procurement and contract activity by maintaining specifications, records, actions and monitoring information in conjunction with the finance team and external partners.
- Monitor statutory compliance, inspections, servicing and remedial actions, escalating overdue or higher risk matters appropriately.
- Monitor operational contracts and service level agreements, including performance, review dates and follow-up actions.
- Participate in training, webinars and professional development activities to maintain knowledge and skills.
- Maintain Trust wide compliance systems, dashboards and supporting evidence.
- Analyse compliance, facilities and operational information to identify trends, risks and priorities
- Prepare reports for Leaders, Trustees and governors as required.
- Coordinate and track actions arising from audits, inspection, compliance reviews and risk assessments.

- Support the planning and coordination of facilities, maintenance and operational improvement projects
- Coordinate and support the effective delivery of the sustainability strategy

General Duties:

- Produce and maintain reports, spreadsheets, schedules and other management information as required.
- Maintain accurate facilities, contract, compliance, servicing and relevant asset records within Trust systems.
- Prepare reports, returns, records and supporting documentation across the operational, facilities and compliance remit
- Ensure effective record management processes are followed, including document retention, archiving and secure disposal where appropriate
- Build and maintain a good understanding of Trust sites, facilities, operational arrangements and statutory compliance requirements.
- Be aware of budgetary constraints and actively seek opportunities to achieve value for money
- Follow all Trust policies, procedures and health and safety requirements, always promoting a positive safety culture.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the line manager.

ADDITIONAL DUTIES AND RESPONSIBILITIES

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and teamwork is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder must always carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The Wessex Multi Academy Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities

It is the responsibility of each employee to carry out their duties in line with The Wessex Multi Academy Trust's ethos and culture of safe working practices for adults working with children and be sensitive and caring about the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees
they are responsible for.

We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

Dated: September 2026

Person specification

Trust Estates, Facilities & Compliance Coordinator

	Essential	Desirable
Professional Qualifications	• A minimum of 5 GCSE or equivalent, to include English and Maths • Willingness to complete additional training as required for appropriate performance of the role	• Relevant qualification in business operations, facilities, health & safety, compliance or project coordination • Relevant training in compliance, project coordination or contract management • IOSH Managing safely or equivalent
Knowledge/ Experience/ Skills/Personal Qualities	• Coordinating operational, facilities, compliance or other multi service activities • Maintaining accurate records, monitoring actions and producing clear reports • Working with contractors, suppliers and service providers • Managing multiple priorities and deadlines • Ability to produce, analyse and present reports, spreadsheets and management information • Effective verbal and written communication skills • Ability to manage multiple tasks, prioritise workloads and meet deadlines • Strong problem-solving skills and the ability to identify and resolve issues efficiently • Experience of maintaining databases, electronic records or management systems • Ability to liaise effectively with a wide range of internal and external stakeholders • Understanding or record management, document control and data accuracy • Ability to support compliance monitoring, inspections, servicing programmes and remedial action tracking. • Awareness of procurement processes, financial administration and achieving value for money. • A commitment to following health and safety procedures and promoting a positive safety culture • Ability to interpret compliance information and identify operational risks • Ability to coordinate projects and ensure actions are delivered to agreed deadlines • Ability to challenge appropriately and escalate concerns where necessary • Strong analytical skills and attention to detail • Ability to influence and build effective relationships across a range of stakeholders • Highly organised, methodical and able to prioritise a varied workload effectively • Be proactive and self-motivated, with the ability to work independently and use initiative • Reliable, professional and trustworthy, with a high level of integrity • Flexible and adaptable in response to changing priorities and organizational needs • Committed to delivering a high-quality service and maintaining high standards of accuracy. • Strong team player who can build positive working relationships with colleagues, schools, contractors and external stakeholders • Able to maintain confidentiality and handle sensitive information appropriately • Commitment to personal professional development • Strict adherence to Trust policies and procedures re: Child Protection, Data Protection Regulations, Health & Safety and other relevant legislation, policies and procedures	• Using Management Information Systems and Microsoft Office applications • Previous experience in an education environment • Supporting contracts, procurement of project delivery • Supporting health and safety, statutory compliance or assurance activity • Full UK driving licenseand ownership of car.

Wessex Multi Academy Trust

Learning is Everything

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