|  |  |
| --- | --- |
| **Post title** | **Assets Compliance Officer**  |
| **Salary and grade:** | NJC 12 to 17  |
| **FTE** | Full time, 37 hours, 52 weeks  |
| **Line manager/s:** | Assets and Health & Safety Lead |



# Main purpose of the job:

To manage and monitor all aspects of asset management and statutory compliance within the organisation, ensuring that assets and condition are recorded, maintained, and compliant with all relevant regulations and standards. Coordinate the central assets team support service and compliance calendars across the estate.

To develop and maintain accurate records via our assets compliance and Microsoft 365 systems, coordinating compliance-related activities, conducting audits, and providing guidance and support to staff on asset management and compliance-related matters.

# Key duties and responsibilities

* **Assets** – Maintain accurate and up-to-date asset registers, ensuring effective tracking, maintenance schedules, and lifecycle planning. Coordinate asset audits, condition surveys, and inspections. Support procurement processes related to asset acquisition and disposal, ensuring compliance with organisational policies and regulations. Monitor and analyse asset usage, recommending improvements to maximise efficiency and value for money.
* **Compliance Management** – Ensure statutory compliance relating to health & safety, fire safety, legionella, asbestos management, electrical safety, gas safety, and other applicable regulatory requirements. Maintain a compliance calendar, ensuring timely completion of statutory checks, inspections, and maintenance. Coordinate remedial actions identified from audits, inspections, or risk assessments, ensuring these are completed promptly and effectively. Maintain detailed compliance records and documentation, available for review and audit purposes.
* **Reporting, Auditing & Policies** – Regularly report compliance status and performance to the Assets and Health & Safety Lead. Conduct internal audits and spot checks to ensure continued compliance with statutory requirements and organisational policies. Provide regular compliance reports and updates to management, highlighting any risks, actions required, or areas for improvement. Provide reports and policy updates for Executive Management.
* **Team** – Provide guidance and support to colleagues on best practice in compliance and asset management processes.
* **Developments** – seek new ways to support schools around asset management to improve the trust estate and/or the value for money in our estate expenditure. Work collaboratively to maintain fixed asset registers across the estate.
* **Finance** – Oversee and support the contract management process. Support all aspects of financial administration including raising orders and completing supplier checks alongside the procurement team.
* **Represent Nexus MAT** in a presentable and professional manner

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Person Specification**

|  |  | Essential | Desirable |
| --- | --- | --- | --- |
| **Qualifications** | * Relevant experience in asset/property management
 | • |  |
| Health & Safety IOSH Qualification |  | • |
| Higher National Certificate or Higher National Diploma in estates, facilities management or building discipline  |  | • |
| **Experience** | * Previous experience of working in a similar asset Compliance Role
 |  | • |
| * Good working knowledge of statutory compliance requirements, including fire safety, legionella, asbestos, gas, and electrical safety.
 | • |  |
| * Proficiency in Microsoft Office and relevant asset management/compliance software systems.
 | • |  |
| * Experience working in the education or public sector environment.
 | • |  |
| Experience managing and maintaining accurate records and databases. | • |  |
| **Thinking Ability**  | Able to demonstrate having planned appropriately for future success. | • |  |
| Results and quality focused individual. | • |  |
| Problem-solving skills, with a flexible pragmatic approach. | • |  |
| **Personal Effectiveness** | High ethical standards and the ability to engage effectively with staff across the Trust. | • |  |
| Enthusiastic, resilient and self-motivated | • |  |
| Ability to work flexibly to specified and demanding timescales | • |  |
| **Interpersonal Relationships**  | Able to build and maintain key client relationships.  | • |  |
| Demonstrate commitment to supporting each other to make the school environments places to be proud of. | • |  |
| * Positive attitude towards learning and development of self and others through continuing professional development.
 | • |  |
| **General**  | Able to travel to various locations within a reasonable timescale – a full driving licence is essential. | • |  |
| Willingness to undertake any other associated duties as directed by the line manager. | • |  |