



Organisation:	Watergrove Trust
Section:	Associate Staff, Central Team
Location:	Trust Office (Blue Pit Mill) and travel to schools within the Watergrove Trust
Job Title:	Trust Operations and Sustainability Coordinator
Hours:	36 ¼ hours, working All Year Round. #happytotalkflex
Grade:	6
Grade Range:	Points 19-22
Accountable to:	Head of Risk, Estates, Compliance & Sustainability
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.• A full driving licence and access to a vehicle with business insurance is required.

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

PURPOSE AND OBJECTIVES OF THE ROLE

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

- Headteacher
- Senior Leadership Team
- Colleagues
- Teaching Staff
- Associate Staff
- Students
- Parents
- Visitors
- Contractors
- Governors /Trustees

Organisational Chart

Chief Executive Officer
Chief Operating Officer
Head of Risk, Estates, Compliance & Sustainability
Trust Operations and Sustainability Coordinator

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Purpose and Objectives of the role

The Trust Operations and Sustainability Coordinator will provide operational support to the Head of Risk, Estates and Compliance.

The role is essential in ensuring the effectiveness of Trust services; it brings an exciting focus on innovative projects and strategic estate development, ensuring both rigorous safeguarding of children and secure premises, to enhance the environment for learners and the wider community.

This includes supporting statutory compliance, sustainability, project monitoring, and the maintenance of a safe, high-quality learning environment across all Trust sites.

Principal Duties

Under the direction of the Head of Estates, Risk, Compliance and Sustainability:

1. Compliance and Risk Management

- Drive the Trust's statutory compliance schedule, proactively tracking essential school safety checks and documenting remedial actions to uphold legal standards across all academies.
- Support Senior Leadership Teams (SLT) to manage and oversee the Trust and Academy Risk Registers, ensuring robust, regular assessments are performed and critical risk mitigations are implemented.
- Prepare high-impact summaries and contribute to the annual Health and Safety report presented to the Trustees, providing key insights on the Trust's governance.
- Champion a culture of data protection and professional development by coordinating staff completion of essential annual training (including Health and Safety, and Data Protection) and supporting internal GDPR compliance audits..

2. Estates



Provide support for the programme of capital works and planned major maintenance projects, including attending meetings, supporting administration, tracking progress and maintaining project files.

- Assist in the maintenance of a comprehensive Trust/Academy Asset Register.
- Meet with school leaders to update the Estates Action Plan for each school: use the information to update the Trust Estates Plan.
- Help produce plans to allocate School Condition Allocation (SCA) across the Trust on a rolling programme.
- Ensure systems are in place for contractors to work safely on-site and that they adhere to CDM regulations.
- Coach school based staff on the effective use of trust compliance systems

3. Financial and Resource Assistance

- Conduct procurement and comparison activities to ensure value for money from Trust-wide contracts.
- Support the monitoring of income and expenditure for capital projects to help build meaningful management reports and submit statutory returns to the DfE.

4. Sustainability

- Champion, support and drive the implement the Trust's overarching sustainability mission.
- Support the annual sustainability summit ensuring high engagement across all stakeholders.
- Collate environmental objectives and agreed-upon actions from individual schools into the Trust-wide Sustainability Action Plan.
- Facilitate sharing of good practice and successful initiatives between schools.
- Support the collection of data to calculate and monitor annual trustwide carbon emissions and assist in the reporting of the Trust's carbon footprint.

5. Central Team Support

As a key member of the central team, you will provide cross-functional support, particularly to support Finance and People administration to ensure operational efficiency especially during peak periods. In this role, you act as a connective thread, actively sharing insights and resources between departments to eliminate silos and foster a unified approach to central operations



Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Trust Operations and Sustainability Coordinator
Section :	Associate, Central Team	Grade:	6 Pts 19-22

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Excellent standard of education	E	AF, I
GCSE English & Maths Grade 4-9 (or equivalent)	E	AF, I
Skills and Experience		
Experience in an administrative or operational role	E	AF, I
Experience of working in education or facilities management	D	AF, I
An understanding of statutory compliance requirements for school premises	D	AF, I
Strong IT skills, particularly in Google Office and MIS.	E	AF, I
High level of attention to detail regarding statutory compliance and data entry.	E	AF, I
Strong communication skills	E	AF, I
A genuine commitment to environmental stewardship.	E	AF, I
Experience of working within multi functional team environments.	D	AF, I



Experience of working professionally with external consultants and contractors.	E	AF, I
Coaching skills.	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Knowledge of legislation and good practice relating to the operation and management of buildings, building services, Estates and the workplace in general	D	AF, I
Ability to work autonomously on delegated tasks and manage multiple deadlines.	E	AF, I
Ability to inspire others and drive meaningful change to meet carbon reduction goals.	E	AF, I
Growth mindset and a can do attitude.	E	AF, I
Ability to read and understand DfE requirements and apply them to Trust operations.	E	AF, I
A self starter who thrives on variety and is ready to provide hands-on assistance wherever the central team requires additional capacity.	E	AF, I
Special Working Conditions		
Satisfactory enhanced DBS clearance	E	AF, I
Full driving licence	E	AF, I
Access to a vehicle with business insurance for travel between sites.	E	AF, I
Flexibility to occasionally work outside normal hours to support events e.g. trustee and governor meetings.	E	AF, I

