

Oak Learning Trust

Job Description – Facilities and IT Officer

Grade 3 – scale points 7-11 (£27,274 - £29,070 FTE) TTO + 2 Weeks

Job Title	Facilities and IT Officer
Responsible to	Facilities and Estates Manager (FEM) and Executive Business Manager
Job Purpose	- Supporting FEM with facilities management across the trust. - To support the FEM to manage and develop facilities processes, including creating supporting documentation to ensure consistency across the trust. - To manage compliance records, access systems, and maintenance documentation efficiently and accurately. - To maintain oversight and management of trust policies. - To act as DPO ensuring the trust complies with all legal requirements under GDPR and the UK Data Protection Act.
Key Responsibilities	Supporting FEM with facilities management across the trust. - Use ICT packages and online management systems to support efficient trust administration. - Maintain stocks and supplies, ordering using the Trust finance system. - Maintain up-to-date estates records, including asset information, service schedules and compliance trackers. - To monitor compliance of statutory, planned and emerging maintenance tasks. - To support preparation and reporting for internal and external compliance audits. - Provide clear communication to staff and stakeholders regarding all requirements, progress and expected timescales for projects. - To monitor contractor activity, including access arrangements, compliance checks and completion of projects. - Support the Estates team in progressing the Trust's sustainability targets by maintaining up to date knowledge of industry expectations. - Maintaining accurate environmental data, assisting with monitoring of energy and waste metrics, and helping embed sustainable practices within Estate's operations. - To monitor the facilities inbox and action accordingly. IT and Data Protection - Coordinating the maintenance and operation of technology infrastructure for the Trust. - To act as the Trust named Data Protection Officer (DPO) to ensure policies and processes and practices comply with data protection legislation. - To support schools in relation to both subject access requests (SARS) under the Data Protection Act and Freedom of Information requests whilst maintaining confidentiality. - Provide data protection and GDPR information to contribute to reporting to executive leaders and governance. - Ensure all IT and data protection related policies and procedures are up-to-date and monitored for compliance and best practice. - Maintain the register of all trust policies ensuring they are reviewed by the appropriate member of staff for approval by the trust board/local governing body. - Circulate policies to relevant staff once approved.
General	Attend and participate in training and development courses.

	• Attend meetings, liaise and communicate effectively with colleagues. • The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. • To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. • To read and comply with all trust policies and procedures.
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This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.