

ROLE DESCRIPTION

Role Title	Schools Compliance Assistant		
Service	Property		
Reporting to	Service Manager Building Services Engineer		
Grade	15		
Evaluation Ref	AG0178	Job Family Ref	EST 15
Role Purpose			
<p>The Schools Compliance Assistant provides a frontline compliance service across a large portfolio of schools and council establishments, ensuring that statutory safety requirements for electrical equipment and water systems are consistently met. The role involves carrying out portable appliance testing and legionella monitoring activities, identifying risks, and taking appropriate action to maintain safe environments for staff, pupils and visitors. Through accurate testing, recording and reporting, the postholder supports schools in meeting legal and regulatory standards while promoting safe operational practices.</p> <p>Working independently across multiple sites, the role is responsible for planning and delivering an efficient programme of visits, liaising with site managers and headteachers to coordinate access and communicate findings. The postholder maintains asset records, manages testing equipment and consumables, and provides clear advice on remedial actions where required. By combining technical expertise with effective customer engagement, the Schools Compliance Assistant ensures high-quality service delivery that underpins the Council's broader responsibilities for health, safety and compliance across its property estate.</p>			
Key Results Area	Accountability		
Corporate Responsibilities	Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		
Legionella Monitoring	Undertake measurement of water temperatures at selected outlets and hot water tanks plus the electrical safety testing of portable appliances, to ensure safe and satisfactory conditions, to meet specific standards with regard to legionella monitoring and electrical safety.		



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Termly Work Programme	Take an active role in the design of the termly work programme to ensure that all allocated premises are visited in accordance with the overall schedule in the most efficient manner.
Equipment Testing	Liaison with customers to arrange access to defined locations and availability of equipment for testing. Take out of use and mark any failed electrical equipment clearly.
Minor Electrical Repairs	Undertake minor repairs to faulty electrical equipment and replace items which are damaged or time expired.
Data Records	Record test results accurately and label all electrical items supplied or tested in accordance with laid down procedures.
Defective Equipment	Notify adverse results and defective equipment to the Site Manager and/or Head Teacher.
Reports	Provide reports back to Site Manager and/or Head Teacher or representative from Property Services, which include information regarding safe use and operation of electrical equipment or water systems.
Asset Register	Down load test results and input data onto computer systems / asset register.
Stock Levels	Monitor and maintain stock levels of consumables within budgetary constraints.
Equipment Monitoring	Safety Ensure that issued test equipment is fully functional and calibration is in-date.
Qualification/Knowledge/Experience/Skills	
<p>Qualifications Essential</p> <ul style="list-style-type: none"> • GCSE passes to include English and Maths or equivalent NVQ / experience. • NVQ qualification in electrical testing. <p>Knowledge Essential</p> <ul style="list-style-type: none"> • Sound knowledge of basic electrical safety principles and compliance requirements relating to portable appliance testing and legionella monitoring. • Understanding of health and safety responsibilities when working across multiple sites and environments. • Knowledge of accurate data recording requirements and the importance of maintaining asset registers and compliance records. 	



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Desirable

- Knowledge of relevant legislation or guidance relating to electrical safety and water hygiene (e.g. legionella control).
- Awareness of property compliance requirements within schools or public sector environments.
- Understanding of basic maintenance techniques for electrical equipment.

Experience

Essential

- Experience of delivering a customer-focused service, including liaising with a range of stakeholders such as site staff or managers.
- Experience of working independently across multiple locations or managing a varied workload.
- Experience of recording information accurately and using digital systems to input and retrieve data.

Desirable

- Experience of carrying out portable appliance testing, legionella monitoring or similar compliance checks.
- Experience of working within schools, estates, or a public sector property environment.
- Experience of undertaking minor repairs or basic maintenance tasks.

Skills

Essential

- Strong organisational skills, with the ability to plan and prioritise a programme of site visits effectively.
- Effective communication skills, both written and verbal, including the ability to explain technical information clearly to non-technical users.
- Ability to use IT systems confidently, including laptops and data recording tools, to support service delivery.

Desirable

- Ability to analyse test results and identify issues requiring remedial action.
- Practical problem-solving skills when dealing with faulty equipment or site constraints.
- Ability to build positive working relationships with customers across multiple sites.

Dimensions of Role

Contacts and Relationships

The majority of the work is undertaken at external premises, requiring contact with managers and staff to arrange visits, discuss service needs and test results.

Regular contact with different staff at each location to plan the testing programme within local operational constraints and to feedback information and advice in a positive but firm manner.



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Resources

Support up to 100 schools and other establishments for portable appliance testing and up to 50 premises for legionella monitoring.

Test approximately 10,000 electrical items per year.

Operate and monitor the performance of testing equipment and computer software worth approx. £2,500.

Drive approximately 8,000 miles between sites per year.

Notes

Competencies / Attributes	
Working Conditions	
Working Arrangements	

Date: December 2023