



Health and Safety/Estates Trustee (Voluntary)

Purpose of the Role

To provide strategic leadership, scrutiny, and assurance over the Trust's health and safety, estates, and compliance functions, ensuring that TSAT transforms the life chances of pupils and provides safe, compliant, and well managed environments that enable high quality education and protect pupils, staff, and visitors. This is a voluntary post.

Location: Portsmouth, Kent or Devon

| FACTOR | ESSENTIAL | DESIRABLE |
|----------------------|---|---|
| Knowledge and Skills | <ul style="list-style-type: none"> Strong understanding of health and safety legislation, compliance frameworks, and risk management in complex organisations. Ability to interpret statutory requirements (e.g., fire safety, asbestos, safeguarding of estates, facilities management) and ask the right strategic questions. Knowledge of estates management, capital planning, and asset lifecycle considerations. Ability to scrutinise risk registers, estates reports, H&S audits, and compliance logs. Strong analytical and problem-solving skills, able to weigh risk, cost, and operational impact. | <ul style="list-style-type: none"> Understanding of health & safety and estates considerations in school or public sector environments. Knowledge of procurement, contract management, or capital project delivery. Familiarity with sustainability, energy efficiency, and environmental standards. |
| Experience | <ul style="list-style-type: none"> Senior leadership experience in health and safety, estates/facilities management, civil engineering, construction, or a related field. Experience overseeing compliance, risk management, and assurance processes. Experience of leading or overseeing significant organisational projects (capital works, refurbishments, or operational risk programmes). | <ul style="list-style-type: none"> Civil engineering background. Procurement background. Experience in multi-site or geographically dispersed operations. Experience with public-sector safety regimes or regulated environments. Experience working with governance. |
| Behaviours | <ul style="list-style-type: none"> Commitment to TSAT's values and the importance of safe, well-maintained learning environments. High levels of integrity, objectivity, and commitment to evidence-based decision making. Ability to balance constructive challenge with supportive collaboration. Commitment to safeguarding and inclusive practice, recognising how estates and safety directly impact wellbeing. Reliable, diligent, and well prepared for meetings and decision-making. | <ul style="list-style-type: none"> Proactive mindset with the ability to anticipate future risks and opportunities. Commitment to continuous learning and sector engagement. |
| Qualifications | <ul style="list-style-type: none"> Training or certification in risk management, project management, or compliance. | <ul style="list-style-type: none"> Professional qualification in relevant field (e.g., NEBOSH, IOSH, engineering, surveying, estates/facilities management) or equivalent senior professional experience. Governance or safeguarding training (or willingness to complete upon induction). |



Key Responsibilities

Strategic Leadership of Estates & Health and Safety

- Contribute to the development of the Trust's estates strategy, ensuring schools and facilities are safe, compliant, and fit for long term use.
- Ensure strategic alignment between capital investment, curriculum needs, site utilisation, and long-term sustainability.

Oversight of Compliance & Assurance

- Monitor compliance with statutory requirements (e.g., fire safety, asbestos, legionella, electrical testing, safeguarding of estates).
- Review H&S audits, incident reporting, near-miss trends, and ensure that robust follow up actions are taken.
- Assess the adequacy of risk management systems and controls across all sites.

Risk Management & Health and Safety Culture

- Provide robust challenge around health and safety risks on the trust wide risk register.
- Promote a culture of safety, wellbeing, and continuous improvement.
- Ensure clear leadership accountability for estates and safety across central and school teams.

Capital Projects & Estates Planning

- Oversee and scrutinise significant capital projects, ensuring strong business cases, risk assessments, procurement compliance, and value for money.
- Assure appropriate reporting, project controls, and post project evaluation.

Governance, Compliance & Stakeholder Engagement

- Serve on the Operations/Audit & Risk Committee.
- Work collaboratively with the Chair, CEO, Head of Estates, and governance team.
- Ensure clear and transparent reporting to trustees and that executive leaders are held to account for safety and compliance.

Sustainability, Environment & Future Planning

- Support the Trust to consider environmental responsibilities, sustainability goals, and energy efficiency within its estate's strategy.
- Provide insight on climate related risks, building lifecycle planning, and resilience.

Time Commitment

- Board meetings: 5 per year – 8-10 hours per month.
- Operations Committee meetings: 3 per year.
- Additional preparation time for papers, reporting, and ad hoc advice.
- Visits to academies to support oversight and understanding of estate context.



Term of Appointment

- Term: Up to 4 years, renewable.
- Status: Voluntary, with expenses reimbursed.

Reporting & Relationships

- Accountable to: The TSAT Board/Members.
- Key relationships: Chair, CEO, Operations Director, Head of Estates, governance team, and auditors.

Eligibility & Conduct

- Must meet legal requirements for charity trustees and company directors.
- Must uphold all Trust Policies including TSAT's Code of Conduct, Conflicts of Interest policy, and safeguarding expectations.
- DBS clearance and mandatory training required.

Induction, Training & Support

- Full induction on TSAT's estates strategy, compliance systems, safety frameworks, and capital programmes.
- Regular CPD relating to estates compliance, risk, and health & safety governance.