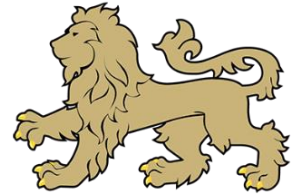




HAMPTON SCHOOL TRUST



JOB DESCRIPTION

HEALTH & SAFETY CO-ORDINATOR

Full-time Fixed term Contract

To start as soon as possible

Job Title : Health & Safety Co-ordinator
Reporting Line : Deputy Bursar; Bursar
Location : Based in Hampton School Bursary, with responsibilities across four sites

The closing date for applications is **Friday 23 March 2018 at 9am**, however, the School reserves the right to commence or complete the interview process at any time prior to the closing date.

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

The Role

We are looking for a Health & Safety Coordinator, ideally with experience in education for a minimum 3 month, fixed term contract. The ideal candidate is required to have a proven experience as a Safety Coordinator and in-depth knowledge of Occupational Health & Safety guidelines and practice.

The successful candidate should be qualified to NEBOSH General Certificate or Level 3 H&S qualification as a minimum. Candidates should be able to demonstrate excellent communication, IT and advisory skills and ideally have knowledge of sporting activities.

The post holder will be part of the Bursary Team.

Main Responsibilities:

The main responsibilities will include and limited to:

- Support the Deputy Bursar and Bursar in ensuring full compliance with all Health and Safety (H&S) legislation relevant to the environment
- To sit on the H&S Committee and possibly act as the School Adviser if suitably qualified
- Work with the School's Compliance Officer in relation to ISI-related compliance matters and be subject to regular and recorded internal inspection
- Undertake and manage all statutory compliance inspections across academic and residential properties, manage the remedial works arising and be able to produce documentary evidence to industry standards that demonstrates the School's compliance
- Undertaking and updating current activities risk assessments. This include sporting activities.
- Updating policies and procedures to ensure that they are fit for purpose
- Ensuring that all action plans arising from industry specific risk assessments and surveys, such as water risk assessment, fire risk assessments and asbestos surveys are completed in the required time frame
- Undertaking Display Screen Equipment Risk Assessment and support managers with recommendations arising from the risk assessments
- Compiling H&S Performance reports to highlight compliance issues that need to be progressed as a matter of priority
- Maintaining safety records to ensure that all areas of compliance have been adequately addressed and successfully completed
- Undertaking H&S and Fire Safety Inspections, in line with fire regulations
- Following up on all remedial actions and discrepancies arising from all inspections reports
- Attending the quarterly H&S Committee meeting and report on H&S progress and status within Hampton school Trust
- Ensuring adequate communication and training with the internal maintenance team and keepers for internal works
- Collaborate with Managers to monitor compliance and identify safety issues
- Where necessary, provide guidance and toolbox talk to the internal team in matters pertaining to health and safety at work
- Carry out a joint accident investigation when required and report the findings and recommendations to prevent reoccurrence
- Liaise with the enforcing authorities such as the HSE, the Fire & Rescue Services and the Environmental Agencies for all matters to safety compliance, as and when required
- To arrange and deliver staff training (H&S matters) as required in consultation with the HR department. To give relevant training as required and as qualified to do (training will be given as required)
- To promote and advise on best working practices with regard to H&S
- Carry out such other duties as may be reasonably requested from time to time

Other

- To become a Fire Marshal trainer and First Aider. Training will be provided
- Any other reasonable tasks required by the Headmaster, Bursar and/or Deputy Head in association with the above role

Personal Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- Proven experience as a Safety Coordinator and in-depth knowledge of Occupational Health & safety guidelines and practices and be qualified to NEBOSH General Certificate or Level 3 H&S qualification as a minimum
- Ability to establish, maintain, manage and monitor the legal and regulatory records required for the Trust's facilities and a commitment to keeping abreast of best practice and relevant legislation
- Experience of working effectively with staff and management at all levels
- Excellent organisational skills with an ability to plan, prioritise and to work calmly to meet deadlines and to be flexible and adaptable in order to meet ever-changing needs
- Excellent interpersonal skills, oral and written communication skills, with a willingness to go the extra mile and a 'can do' approach
- Strong IT skills in Microsoft office (Word, Excel and Outlook), to enable the preparation of reports, spread sheets and databases
- Excellent presentation skills with a high degree of attention to detail with ability to multi-task with a high degree of personal drive and motivation
- Enthusiasm, willingness and flexibility to work outside office hours as required
- Ability to work well as a member of a team and to understand and adapt to the culture of an independent day school; previous experience of working in an educational environment is desirable
- Professional appearance and friendly/approachable and polite demeanour
- A willingness to assist and deal confidently with internal and external enquiries

Training

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the, Headmaster or anyone acting on their behalf.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be commensurate with the successful candidate's skills and experience.

Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Hours and Holidays

Core working hours are 8.30 – 5.00pm, however, the successful candidate will be required to work such hours as shall be necessary to properly discharge the Health & Safety Co-ordinators duties under this agreement whether such hours be within or without normal School hours.

The annual leave entitlement is currently 26 working days. In addition, from the commencement of employment you will be entitled to the following holidays:

Christmas School Holiday as notified
(includes Christmas Day, Boxing Day and New Year's Day)
Good Friday
Easter Monday
Early May Bank Holiday
Late May Bank Holiday
School Day after the late May Bank Holiday
August Bank Holiday

Statutory holiday entitlement is 28 days inclusive of Bank Holidays for full time employees. Holiday will be pro-rata according to the terms of the contract.

Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one month	1 week
One month or more	1 month

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one month	1 week
One month or more	1 month

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

1. Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

2. Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

3. Health Care Insurance

The School provides Health Care insurance for all members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Mediacash healthcare cash plan is also offered. This is an opt-in insurance policy.

4. School Fee Reduction

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

5. Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

6. Personal Accident Insurance

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

7. Drinks and snacks

Staff are provided with tea/coffee and light snacks at no charge.

8. School Lunch

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

9. Sports Travel to School on Saturdays

Staff running teams may claim expenses for travel to/from School for Sports matches.

10. Use of private vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

11. Blood Pressure

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

12. Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

13. Sports Therapy

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

14. Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

15. Sporting Facilities

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

16. Parking

Staff parking on site is currently permitted, subject to availability of an approved parking space. **All members of staff who wish to park on site must obtain a permit from the Bursary.**

The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

March 2018