



ST EDMUND'S COLLEGE & PREP SCHOOL

Person Specification

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

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

Role title:	Health, Safety & Security Officer and Transport Manager		
Reporting to:	Bursar / Head (tbc)		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> NEBOSH General Certificate (or similar or working towards) Minibus Licence (or working towards) 	<ul style="list-style-type: none"> Educated to A-level or Equivalent. Holder of Tech IOSH or similar. 	Contents of the application form Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> Proven experience of supporting line managers by providing health and safety advice. Experience in conducting risk assessments, incident investigations and auditing. 	<ul style="list-style-type: none"> Proven experience of at least three years in a health and Safety role. Experience of audits from a Health, safety and environmental perspective. 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Ability to recognise and implement changes to legal and legislative requirements. 	<ul style="list-style-type: none"> No Less than 2 years' experience in management. 	Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Excellent verbal and written communication Able to relate to a range of people and personalities. Able to work flexibly and independently. Ability to manage and coordinate projects and associated systems. Able to follow instructions accurately but make good judgments and lead when required Work in a team Keen to learn and develop own skills, and take on any necessary training where required Commitment to the safeguarding and welfare of all pupils Self-Motivated Reliable High degree of initiative Organised and computer literate 		Contents of the application form Interview Professional references

	<ul style="list-style-type: none"> • Ability to use resources effectively whilst ensuring Health and Safety standards. • Good Management and interpersonal skills. • Confidentiality and integrity. 		
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The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.