**JOB DESCRIPTION**

**Job Title:** Health and Safety Advisor

**School**: The GORSE Academies Trust

**Pay Scale**: SO1 £25,951 - £27,661 (37 hours per week, term time only)

**Responsible to**: Director of Health and Safety

**Responsibilities**: To assist in the development, monitoring and improvement of all aspects of Health and Safety, ensuring statutory compliance is achieved. To act as a Health and Safety and Fire Safety advisor to academies, preparing and delivering formal reports to Principals and Governing Bodies.

**Role:** To assist in strategic development of all aspects of health and safety, implementation of policy and provision of a compliance assessment system.

**Main Duties**: To assist the Director of Health and Safety and:

• To assist in the development and implementation of policies.

• To assist in the development of safety plans and standard emergency operating

 procedures.

• To be a member of the Trust Health and Safety committee, attend termly meetings including the preparation of agendas.

• To be an advising member of the Academies Health and Safety committees

• To be responsible for the collation of academy reports and committee meeting minutes

• To undertake a programme of audits and work place inspections.

• To undertake a programme of audits of the single central record.

• To organise and manage Trust wide PAT testing.

• To review and advice individual academies on improvements to their health and safety systems.

• To prepare and deliver formal reports to Local Governing Bodies and Principals on Academy Health and Safety standards.

• To produce termly Health and Safety newsletters.

• To co-ordinate and arrange all Health and Safety related training across the Trust.

• To develop and maintain Health and Safety training records

• Complete accident and incident investigations as required providing advice to management on the causation and remedial action to prevent recurrence.

• To undertake a programme of auditing Academy Educational visit submissions and physical audits of events.

DEVELOPING PROFESSIONAL AND CONSTRUCTIVE RELATIONSHIPS

• Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.

• Promote the Trust vision and values and an ethos in which the highest achievements are expected from all members of the Trust community.

• Establish and develop effective team working practices.

• Be able to prioritise, be efficient and meet deadlines.

PROFESSIONAL SKILLS

• Promote and model professional standards for both staff and pupils at all times.

• Provide colleagues, and stakeholders with timely and accurate information.

• Support staff to establish a purposeful and safe environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that pupils feel secure and sufficiently confident to make an active contribution to learning and to the Academy.

STRATEGIC DIRECTION AND DEVELOPMENT

• Support the Executive Principal in the communication of the vision, effective management and operational efficiency to fulfil the ethos of the Trust.

• Lead on key specific areas of responsibility that ensure the improvement and development of health and safety ethos across the Trust.

PERSONAL RESPONSIBILITIES

• Hold positive values and attitudes and adopt high standards in their professional role.

• Drive up expectations and promote a health and safety culture.

• To carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

• To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

• To undertake training and professional development as appropriate.

• To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any special conditions of service:

The successful candidate will be subject to a Disclosure Barring Service (DBS) Check. There may be a need to work outside of school hours and off school premises, as required by the school.

No smoking policy.