

**Job Description**

**Job Title:** Health & Safety Officer (Maternity Cover)

**Reports to:** Operations Director

**Location:** Abbey College Cambridge

**Contract Type:** Maternity Cover

**Salary**: £30,000- £32,000 per annum

**Hours**

37.5 hours per week 8.30am – 5.00pm Monday to Friday. Flexibility with hours to meet the needs of the business on an occasional basis.

**Holiday Entitlement**

25 days annual leave per year plus all public holidays, to be taken at times convenient to the College. Holiday restrictions apply for the last week in June and from the third week in August to the end of September and the first week of every term.

**Overview**

The Health & Safety Officer is responsible for ensuring the sites at Abbey College Cambridge including the college and four boarding accommodation sites are compliant with all health and safety regulations.

**Main duties and Key Responsibilities:**

**Health and Safety:**

* Full responsibility for H&S across the site.
* Weekly Inspections. Ensure every building is repeatedly checked to ensure compliance with all health and safety matters.
* Ensure all staff are trained to the levels as required by relevant Laws and Regulations.
* Work with the college’s Senior Leadership Team across the buildings to maintain and improve health and safety, constantly striving at all times to seek improvements to processes and procedures.
* Lead and manage the college fire team, ensuring full training is in place. Carry out termly fire evacuations in College and Accommodation sites as per regulatory requirements.
* Carry out training for new staff, and retraining for existing staff on everything related to the prevention of fire and use of fire equipment, and Lockdown procedures.
* Complete and review fire risk assessments, liaising with external contractors to ensure all requirements are met and surpassed.
* Manage the creation, updating and implementation of site risk assessments.
* Lead H&S Committee and put in place recommendations/changes.
* Understand and implement disability regulations throughout H&S – PEEPS, fire, first aid etc.
* Manage the first aid function across the college.
* Work with the group-appointed external safety company for inspections.
* Responsible for overseeing the weekly/monthly tasks on site, such as checking first aid boxes, fire extinguishers, emergency exits, weekly fire alarm testing, termly fire evacuations.
* Managing communication with all staff on important site updates such as weekly fire alarms, parking restrictions and any other H&S related updates.

**Paperwork/Records Management**

* Maintain an in-depth, up-to-date record of all procedures carried out relating to every site within the College, and have these records constantly available to SLT and external inspectors.
* Ensure all legislation is adhered to in all aspects of health and safety, fire, risk assessments and everything related to a multi-site organisation. The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.
* Manage all paperwork relating to compliance certificates and documentation to central database Sharepoint alongside the College Site Manager.
* Monitoring and reviewing colleges processes/procedures and updating when required
* Working with SLT to ensuring relevant Policies are accurate and regularly reviewed.

**Site Support**

* Assisting the College Site Manager with the day to day site functions of the college.
* Administrative tasks in relation to the site.
* Secondary point of contact for contractors on site, and reporting back to College Site Manager as required.
* Assisting the College Site Manager with room set-up/assemblies as required, including working closely with the exams team for room layouts etc.
* Ad-hoc routine checks each term for Boarding Staff’s accommodation.
* Helping out in other areas of the College as and when required.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

**Equal Opportunities**

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

**Corporate responsibilities**

You must at all times carry out your responsibilities with due regard to Abbey College Cambridge and Group policies, including ensuring familiarity with the following:

* Child Protection Policy
* Equality and Diversity policy
* Health and Safety policy
* Data Protection and Security policy
* Staff Handbook

Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between you and your manager.

**Checks and Training**

All staff require, or will receive, the following training and security checks:

* Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
* At least two written & verbal references from previous employers asking about suitability for the role
* Full employment history with any significant gaps explained, online search and proof of any relevant qualifications.
* Level 2 Child Protection Training
* Prevent Training
* Equality and Diversity Training
* On-going training

**Person Specification**

**Qualifications and Experience**

*Essential:*

A level’s or equivalent qualifications or experience.

ICT experience, specifically with Microsoft Office.

Experience of working in a busy and varied office/site environment.

NEBOSH or Equivalent qualification

Knowledge of Health and Safety procedures.

*Desirable:*

Experience of working in an educational environment.

Site knowledge.

**Communication and Interpersonal Skills**

*Essential:*

Ability to build and maintain effective working relationships with colleagues and a wide variety of external stakeholders.

Good verbal and written communication skills.

**Personal skills and qualities:**

*Essential:*

Attention to detail.

Commitment to on-going professional development.

Can do attitude.

Hands on approach

Team player with ability to ‘think on their feet’.

Flexible approach to workload with the ability to prioritise projects and workloads.

Extremely well-organised.

Willing to undertake other duties within the College and work as part of a bigger team.

Ability to work under pressure and ability to solve problems in a constructive manner.

**Job Description Agreement**

Job Holder’s Name:

Signature: Date:

Manager’s Name:

Signature: Date: