



KING'S SCHOOL

ROCHESTER

SINCE 604 AD

Post title: Health & Safety Compliance Manager

Salary range: £37,939 - £42,998 (FTE) Per annum

Hours of work

Typically, Monday to Friday 8am to 5pm however, this position may also require occasional weekend/evening attendance at any venue as requested by your Line Manager. Overtime may also be required.

In addition:

- You may be required to work official school functions which may be outside of your normal working hours.
- You will be required to work all INSET days and will be included within your annual salary.
- You may be expected to attend the estate earlier on occasions such as snow days (to be agreed with line manager)
- On occasions, you may be required for emergency call-outs.

Role Summary

We are seeking an experienced and qualified Health & Safety Compliance Manager who will be responsible for ensuring that all health and safety legislation is adhered to and policies and practices are adopted across King's School Rochester and its subsidiary companies.

The role holder is expected to provide expert skills and knowledge to the senior leadership team and staff at King's and promote an integrated risk management culture, whilst maintaining a positive health and safety environment for all users of the King's estate.

Key Responsibilities:

The job description for the Health & Safety Compliance Manager is a comprehensive role that requires a wide range of skills, specialist knowledge and experience.

It is the school's intention to identify and manage all significant risks. The key role of the Health and Safety Compliance Manager will be specifically focussed on all operational risks, from a health and safety perspective, that may impact the day to day running of the school.

Primary Responsibilities:

- Act as the Competent Person for Health and Safety for the school and subsidiary companies;
- Prepare health and safety strategies and develop internal policies in order to promote an integrated risk management culture and a positive health and safety environment;
- Create and update all necessary policies relating to health and safety within the school and to then adapt them with key personnel for each school, ensuring compliance with legislation;
- Work with appropriate members of the school staff to carry out necessary risk assessments and ensure that they remain up to date, whilst always considering how risks can be mitigated
- Outline safe operational procedures that identify and take account of all relevant hazards;
- Carry out regular spot inspections to check that policies and procedures are being properly implemented;
- Plan practical and effective methods, both preventative and remedial, to promote health and safety and safe working practices;
- Assist and support departmental and line managers in implementing and maintaining safe systems of work for staff, pupils and others; implement best practice and provide specialist advice, training and practical support as required;
- Assist and support departmental and line managers in implementing health and safety systems and procedures to meet all specific legislative requirements, such as accident reporting, departmental risk assessments, COSHH etc.;
- Manage the health & safety budget across the school, identifying and ranking projects by priority and level of risk;
- Support the Director of Estates and Operations to ensure that the school's Procurement Policy is adhered to at all times and value for money is achieved; .
- Access professional support and guidance from relevant organisations and external sources as necessary;
- Chair the school's health and safety committee meetings;
- Advise on changes to working practices that are safe and comply with legislation;
- Ensure that a suitable health and safety training plan for all staff is delivered through a mix of inhouse training and external training bodies;
- Lead in-house training with managers and employees about health and safety issues and risks;
- Keep records of inspections findings and produce reports that suggest improvements;
- Keep records of incidents and accidents and produce statistics for managers;

- Carry out accident investigations on site, where thought to be necessary, and produce
- subsequent reports and recommendations to the school to avoid future risk to health or to the school as an organisation;
- Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect Schools;
- Attend any relevant Independent Schools Health and Safety group meetings.
- Attend Institution of Occupational Safety and Health (IOSH) seminars and read professional journals;
- Liaise with regulatory bodies to ensure the Schools are compliant with mandatory regulations;
- Produce management reports, newsletters and bulletins, as required;
- Advise on a range of specialist areas e.g., fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases, obtaining specialist assistance wherever necessary.

Qualifications, Knowledge and Experience

Essential:

- NEBOSH Certificate in Occupational Health & Safety (or equivalent)
- Knowledge of ISO 45001 Certification
- Tech/Grad IOSH member
- Maths and English to GCSE or equivalent
- Education to at least A level standard or equivalent
- Driving licence and own transport
- An understanding of safeguarding principles and practice

Desirable:

- At least 5 years' experience of working within a similar role, preferably in an education environment
- NEBOSH Diploma in Occupational Health & Safety (or equivalent)
- Chartered member of IOSH
- Education to degree level or equivalent
- Project Management experience

Personal Specification/Skills

The post holder should be able to demonstrate the following:

- Commitment to high standards
- Strong leadership and management skills
- Excellent communication skills with the ability to build positive relationships with all stakeholders
- Ability to prioritise tasks and work efficiently under pressure
- Strong organisational skills with attention to detail
- Positive and proactive approach to work
- Flexible and adaptable to changing circumstances.
- Ability to be clear and assertive whilst remaining calm, composed and tactful
- An understanding of the aims and ethos of independent education

Reporting to: Director of Estates & Operations

Direct Reports: None.