



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Health, Safety & Compliance	<b>Department:</b>	Estates
<b>Reports To:</b>	Group Estates Bursar	<b>Date:</b>	Jan 2026
<b>Responsible For:</b>	H&S Advisor		

### Purpose of the Position:

The Head of Health, Safety & Compliance provides strategic leadership, professional governance and expert oversight for all aspects of health, safety and regulatory compliance across Wellington College, Wellington College Prep, the Health & Fitness Club and, where required, the wider Wellington College International network. The postholder ensures that the College not only meets but anticipates and responds to legislative obligations, ISI requirements, and sector best practice.

Acting as the College's competent person under the Management of Health and Safety at Work Regulations, the postholder leads the development and delivery of the College's H&S Strategy, oversees compliance systems and assurance mechanisms, and advises senior leaders and Governors on emerging risks, incident trends and organisational resilience. The role plays a key part in cultivating a positive, proactive safety culture, embedding high standards across academic, operational, pastoral and international contexts.

### Departmental Information

The Estates Department brings together the Works, Grounds & Gardens, Health & Safety, Sustainability, and Major Projects teams. Collectively, the department is responsible for maintaining and enhancing the College's extensive estate, ensuring the safe and efficient operation of buildings, grounds, and facilities across both the senior school and Prep school, as well as the Health & Fitness Club.

The department supports the College's capital development programme, contributes technical expertise to major strategic projects, and plays a leading role in delivering the estate-wide sustainability and environmental agenda, including energy reduction, biodiversity expansion and long-term infrastructure planning.

The Estates team also works closely with Wellington College International, sharing best practice, providing professional guidance where required, and aligning standards across the Wellington global network. This collaborative approach helps ensure that the College's health, safety, compliance and sustainability standards are reflected internationally, strengthening Wellington's reputation as a world-class educational institution.

### Main Tasks and Responsibilities:

#### Strategic Leadership & Governance

- Provide strategic leadership and expert counsel to senior leaders, Governors, and international partners on all matters relating to health, safety, compliance, and risk.
- Lead the creation, implementation, and continuous review of a College-wide Health, Safety & Compliance Strategy, ensuring alignment with organisational priorities, international partnership requirements, and emerging regulatory expectations.
- Act as Secretary to the Health & Safety Committee, ensuring high-quality governance reporting, forward planning of committee agendas, and effective escalation of strategic risks.
- Produce and present termly assurance reports to the Group Estates Bursar, senior leadership, and Governors, highlighting key risk themes, significant incidents, legislative updates, and system performance.
- Champion a proactive, data-driven safety culture, ensuring behavioural, operational, and leadership engagement across academic, pastoral, operational, and international settings.
- Lead the systematic review and approval of all College Health & Safety policies, ensuring they remain contemporary, legally compliant, and consistent across domestic and international schools.
- Provide strategic advice during major change initiatives, construction programmes, and events, ensuring H&S is embedded in planning at the earliest stages.

#### Compliance & Assurance

- Lead and oversee the College's end-to-end H&S assurance framework, ensuring internal audits, third-party

audits, and statutory inspections drive measurable improvement.

- Own, maintain and continually improve the College's Health & Safety Management Plan, addressing Fire Safety, Asbestos, Risk Assessments, Permits to Work, Event Safety, Incident Reporting, and H&S Training.
- Oversee robust incident, accident, and near-miss investigations, ensuring root-cause analysis, corrective actions, and timely reporting (including RIDDOR and Serious Incident Reporting).
- Serve as the escalation point for all serious incidents, ensuring the Legal & Compliance Director is notified where Charity Commission SIR criteria may apply.
- Ensure compliance with CDM regulations across all Estates and construction projects, advising Project Managers, contractors, and external consultants to ensure safe design and execution.
- Build and maintain effective working relationships with HSE, Fire & Rescue, Environmental Health, and other regulators, ensuring the College is well-prepared for inspections and enquiries.
- Oversee the development and integrity of the College's digital compliance system (iProtectu), ensuring accurate record-keeping, performance dashboards, and evidence trails.

#### **Emergency Planning & Risk Management**

- Lead the College's critical incident and emergency response planning, ensuring robust, tested, and well-communicated frameworks across all sites.
- Work with the Operations Bursar to maintain a comprehensive Business Continuity Plan, ensuring resilience against foreseeable risks and alignment with international settings.
- Ensure that high-quality, legally compliant Risk Assessments exist for all operational, pastoral, academic, trips, and international partnership activities.
- Oversee the effectiveness of the College's Fire Safety Strategy, including fire risk assessments, evacuation drills, equipment maintenance, and regulatory liaison.
- Provide senior-level challenge, coaching, and assurance to risk owners to ensure risks are properly identified, mitigated, recorded, and reviewed.

#### **Training & Cultural Development**

- Develop and deliver a College-wide H&S training strategy, ensuring statutory compliance and professional development across all employee groups.
- Maintain a comprehensive, centralised training register, ensuring proactive tracking of expiries and refreshers (fire marshals, first aiders, risk assessors, etc.).
- Establish, train, and mentor a network of Health & Safety Champions across academic, operational, and pastoral departments to enhance local accountability.
- Work with HR to integrate H&S into induction, leadership development, and performance frameworks.
- Deliver training tailored to international settings where required, supporting capability building across the Wellington international network.

#### **Technical Oversight**

- Provide senior technical oversight for high-risk activities including construction, science, DTE, sports, events, and specialist environments.
- Approve and quality-review Risk Assessments and Method Statements (RAMS) for high-risk operations.
- Ensure appropriate levels of first aid, fire marshal, and specialist responder coverage across the campus.
- Lead the H&S contribution to sustainability agendas, including environmental compliance, environmental risk assessments, and safe working practices for energy and biodiversity initiatives.

#### **Budget & Resource Management**

- Develop, defend, and manage the annual Health & Safety budget, ensuring resources are aligned to strategic risks and compliance priorities.
- Provide financial planning forecasts for H&S improvements, digital systems, training uplift, and statutory works.
- Commission and oversee external specialist providers to ensure value for money, competence, and high standards.

### **Person Specification – Knowledge and Experience**

#### **Essential**

- NEBOSH Diploma or equivalent qualification.
- Chartered IOSH membership (or working towards).
- Proven experience in a senior Health & Safety leadership role within a complex organisation.
- Experience in managing Health & Safety across multiple sites or diverse operational environments.

- Demonstrable experience of influencing at the governance level, including preparing reports for Governors and senior committees.
- Knowledge of ISI compliance requirements and inspection readiness.
- Strong knowledge of UK Health & Safety legislation and compliance frameworks.
- Proficiency in digital compliance systems (e.g., SMARTLOG) and data analysis for risk management.
- Experience in leading cultural change initiatives and embedding best practices across varied communities.

**Desirable**

- Experience within the education sector.
- Qualification in construction health and safety.
- Knowledge of business continuity and critical incident planning.
- Experience in managing external audits and compliance systems.
- Experience in developing and delivering strategic training programmes for diverse audiences.
- Experience in contractor and event safety compliance management.

**Skills and Personal Qualities**

- Strategic leadership capability, with the ability to shape and influence College-wide health, safety and compliance strategy and support decision-making at senior and governance levels.
- Highly credible subject-matter expertise, able to interpret complex legislation, emerging regulatory expectations, and sector standards, and translate them into practical, proportionate solutions.
- Exceptional interpersonal and influencing skills, with the presence and confidence to engage effectively with Governors, senior leaders, academic staff, operational managers, international partners, and external regulators.
- Strong communicator, able to adapt style for different audiences, producing clear, compelling reports, risk summaries, and guidance for both specialist and non-specialist colleagues.
- Proven ability to lead cultural change, building engagement, accountability, and safety awareness across diverse communities, including boarding, academic, and international school environments.
- High-level organisational and analytical skills, with the ability to manage complex workloads, prioritise risks, and maintain a clear oversight of assurance, compliance and improvement activities.
- Resilient, calm and decisive, able to operate effectively under pressure during incidents, investigations, and critical decision-making scenarios.
- Data-driven mindset, confident in using digital compliance systems, dashboards, analytics and performance indicators to drive assurance and evidence-based decisions.
- Collaborative leadership style, able to develop strong partnerships across Estates, HR, Operations, academic departments, House teams, and international colleagues to achieve shared goals.
- Proactive and forward-looking, with the ability to anticipate risk, identify system gaps, and implement preventative measures before issues arise.
- Committed to continuous improvement, professional development, and upholding best practice within the H&S profession.

**Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate the five core values of the College:

**Kindness Integrity Respect Responsibility Courage**

The College reserves the right to amend the duties and responsibilities of this role to meet operational requirements. In exceptional circumstances, the post holder may be asked to undertake other duties of a similar nature to support workload peaks or staff shortages, with consideration given to their skills and capacity. Any changes will be communicated clearly and implemented fairly.

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. All appointments are subject to satisfactory references, an enhanced DBS check, and compliance with the College’s Safeguarding and Child Protection Policy.

Employees must follow the College’s Health and Safety Policy, taking reasonable care for their own safety and that of others. Staff are required to use equipment and personal protective items correctly, in line with training and instructions, and to comply with all relevant risk assessments. Any hazards or concerns should be reported promptly.