

Job title: Health & Safety Co-ordinator

Salary: Up to £23,964.03 dependant on experience

Hours: 37 hours per week

Contract type: Permanent

Site: Accrington & Rossendale College

Closing date: Midnight - 13th April 2022

Interview date: Week commencing 18th April 2022 (date TBC)

‘Would you like to be part of a team that aims to create the extraordinary?’

Our Organisation

Nelson and Colne College Group is a beacon for educational excellence, made up of a family of colleges – Nelson & Colne College, Lancashire Adult Learning & Accrington & Rossendale College.

Together the Group forms a Sixth Form, Skills and Technology Centre, University Centre, employer training and adult learning provider delivering exceptional teaching and learning to all ages and at all levels.

The Exciting Role

A new and exciting opportunity has become available for a confident & highly organised Health and Safety Co-ordinator to join the team. Reporting to the Health and Safety Manager, the successful applicant will be actively involved with assisting with Health and Safety activities and statutory compliance regimes across the Group.

The successful candidate will be primarily based at Accrington & Rossendale College but may be required to travel across sites.

What You Will Be Doing:

- Assist and support the Health and Safety Manager in the strategic and operational planning and delivery of the service.
- To support the College's Health and Safety service by providing technical assistance and co-ordination of health and safety requirements under current legislation and codes of practice.
- Support with the management and use of the College Health and Safety System, including maintenance of data, compliance and training.
- Assist with the development, implementation, monitoring and auditing of health and safety procedures and policies across the College.
- Co-ordinate Health and Safety training across the College Group, working with external partners to deliver training where necessary

What We Are Looking For:

- 4 GCSEs or equivalent including Maths and English at Grade C/4 or above
- IoSH Managing Safely certificate or a willingness to work towards (desirable)
- Display an interest in or passion for keeping people healthy and safe in the workplace
- Ability to manage multiple tasks and prioritise workload to ensure deadlines are achieved
- Experience of providing high levels of internal and/or external customer care
- Have the ability to plan, implement, monitor and evaluate within tight deadlines

What We Offer in Return:

- Eligibility to join the Teachers' Pension Scheme
- Generous annual leave allowance including a two-week closure over the Christmas period
- A range of health and wellbeing benefits and support
- Staff recognition scheme, including long service awards
- Fantastic family friendly policies
- Free on-site parking on all College sites

Please visit our 'working for us' section of our website for a full list of our benefits

<https://careers.nelson.ac.uk/working-for-us/benefits/>

How to Apply:

Still Interested?

If you're interested in this post and would like to know more, then please visit our website and complete an application form.

Website: <https://careers.nelson.ac.uk/>

Take me to the Application form: <https://careers.nelson.ac.uk/application-form/>

Further questions: please contact our friendly HR Team h.resources@nelsongroup.ac.uk

Please note: All of our posts are subject to an enhanced DBS check due to working with vulnerable adults and children. Should you wish to discuss this further, please get in touch with the HR team.