**Job Description – Health & Safety Officer**

**Aim:** To coordinate the implementation of the Health and Safety Policy in order to meet the regulatory requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation. To work alongside and guide Heads of Departments to ensure that the School is compliant, providing guidance and assistance on health and safety related issues when required.

**Reports to:** The Bursar

**Hours:** This is likely to be a part time role as 0.6 FTE working for 3 days per week, however exceptions may be made for the right candidate.

Attendance at key School events (weekends) may be required during term time.

**Salary:** FTE Salary will be £37,439, which will be paid pro-rata as appropriate.

**Key Responsibilities**

* Assist the whole school in the implementation of the Health and Safety Policy and Procedures
* Provide assistance and guidance to Heads of Departments in completing Risk Assessments and ensuring a timely response to any health and safety enquiries
* Report on relevant matters to the Health and Safety Committee
* Provide induction training for new employees on health and safety issues
* Maintain accurate accident and incident records
* RIDDOR reporting
* Ensure the School is prepared for ISI inspections in relation to health and safety issues, compiling reports as required
* Maintain all records of health and safety testing (e.g. fire alarms, emergency lighting, PAT testing, water hygiene, etc.)
* Ensure compliance with the Fire Regulatory Reform (Fire Safety) Order 2005
* Ensure all aspects of the Fire Safety Policy are implemented and monitored
* Provide competent fire safety advice, guidance and appropriate support to staff and students
* Plan and organise all H&S training as required
* Any other duties to assist in the smooth running of the School.

**Person Specification**

**Specialist Knowledge and Experience**

* + Previous experience within a similar health and safety role
  + IOSH and/or NEBOSH certificate
  + Excellent IT Skills

**Attention to detail**

* Able to provide a high standard of administrative work.

**Communication**

* Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience. Pro-active in advising colleagues of the status of tasks and due key information.

**Organisation**

* Able to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
* Able to use initiative and to work unsupervised.

**Flexibility**

* Successfully adapts to changing demands and conditions.

**Special conditions**

* The post is conditional to enhanced DBS clearance and all safer recruitment checks.

**Child Protection Statement:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Designated Lead for Safeguarding or to the Principal.