

**QP057**

## Person Specification – Health and Safety Officer

The College is seeking to appoint a Health and Safety Officer to work with the Health and Safety Manager assisting in the efficient and effective delivery of Health and Safety policies and procedures to achieve statutory compliance.

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Qualifications:** | | | |
| Good numeracy and literacy skills with GCSEs at grade C or above (or equivalent), in Maths and English | ✓ |  | Application Form |
| Have a level three qualification in Health and Safety for e.g. NEBOSH General Certificate or equivalent or have relevant experience | ✓ |  | Application Form |
| Previous experience of working in Health and Safety | ✓ |  | Application Form  Interview |
| **Experience and Knowledge:** | | | |
| Previous experience of conducting audits of Health and Safety systems and procedures | ✓ |  | Application Form  Interview |
| Experience of controlling resources |  | ✓ | Application Form  Interview |
| A working knowledge of health and safety as it relates to the education environment |  | ✓ | Application Form  Interview |
| Have knowledge or the ability and commitment to acquire knowledge of the Equality Act 2010 and its practical application in the workplace | ✓ |  | Application Form  Interview |
| Previous experience of working in an educational setting |  | ✓ | Application Form  Interview |
| Supervisory Experience |  | ✓ | Application Form  Interview |
| **Skills and Attributes:** | | | |
| Good IT skills with experience of Word and Excel and have or be willing to train for using CAD software. | ✓ |  | Interview |
| Good written and verbal communication skills. | ✓ |  | Application Form  Interview |
| The ability to work both as part of a team or on their own initiative | ✓ |  | Interview |
| Good interpersonal skills and the ability to deal with a wide range of people, demonstrating an awareness of equality and diversity principles | ✓ |  | Interview |
| Flexibility, willingness to work outside of normal hours if required | ✓ |  | Interview |
| Good Organisational and Planning Skills | ✓ |  | Application Form  Interview |
| Willingness to develop new skills | ✓ |  | Interview |
| Willingness to train as a Frist Aider |  | ✓ | Interview |
| Smart Appearance | ✓ |  | Interview |