



AVILA
PARTNERSHIP

**HEALTH AND SAFETY OFFICER
ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS
URSULINE HIGH SCHOOL, WIMBLEDON**

PERSON SPECIFICATION:

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However the training will be given to suitable candidates.

Selection Criteria	Essential: These are qualities without which the Applicant could not be appointed	Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application: A Interview: I Reference: R
Knowledge, Experience and Qualifications	<ul style="list-style-type: none"> • At least 3 years recent and relevant experience in a similar role • NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation. • NEBOSH Environmental Certificate • COSHH Trained • Provision of advice to managers/supervisors • Handling of H&S investigations • Experience of formulating, implementing and revising H&S policies and procedures • A sound understanding of the main Health and Safety regulations and how they apply in a school environment. 	<ul style="list-style-type: none"> • NEBOSH (Diploma) • Member of Institute of Occupational Safety & Health (IOSH) • Experience of 	<p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>

		<p>Multi site safety management</p> <ul style="list-style-type: none"> • Experience of safety in Education or public services. 	A I
Skills and attributes	<ul style="list-style-type: none"> • Excellent working Knowledge of Health and Safety legislation. • Ability to identify potential risks and implement appropriate control measures • Ability to direct, inspect and record the work of others • Confidential in all matters • Professional approach, coupled with strong interpersonal skills. • Excellent planning, organizational and time management skills • Excellent verbal, written communication and presentation skills • Strong IT skills • Ability to work on own initiative • Ability to work co-operatively with others to complete tasks and implement process improvements • Ability to conduct Risk Assessments and produce associated documentation. • A flexible and sensible approach to health and safety matters • Understand the need for attention to detail. 	<ul style="list-style-type: none"> • Gathering, analysing and reporting on key H&S data/statistics • Knowledge of Microsoft packages 	<p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I R</p> <p>A I</p> <p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>
Disposition	<ul style="list-style-type: none"> • Flexible and co-operative at all times • An assertive but calm demeanour • Self-motivated • Reliable and discrete 		<p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p>
Special Requirements	<ul style="list-style-type: none"> • A willingness to support/uphold the Catholic ethos of the school. • Working knowledge of the Data Protection Act. • Flexible approach to working hours to meet the needs of the organisation. • To participate fully in the life of the school • Commitment to the value of single sex secondary education 		<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>

	<ul style="list-style-type: none"> • Outstanding role model. • Commitment to safeguarding and promoting the welfare of children and young people. • Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. 		A I R A I
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