



## AVILA PARTNERSHIP

### JOB DESCRIPTION

Post Title	Health and Safety Officer
Salary Scale:	Salary Grade SO1/2 Point (29-34) depending on experience
Working Hours:	36 Hours per week Monday – Thursday: 8.30am – 4.45pm, Friday: 8.30am – 4.30pm, across two sites Full time or Term Time plus four weeks
Purpose:	<ul style="list-style-type: none"> <li>To co-ordinate, support and advise the School on all aspects with regards to Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within the school are adhered to. Develop a safety culture throughout the school site.</li> </ul>
Reporting to:	Business Manager
Disclosure level	Enhanced

<b>SPECIFIC DUTIES</b>	<ul style="list-style-type: none"> <li>Ensure a safe workplace environment without risk to health.</li> <li>Ensure that all Health &amp; Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.</li> <li>Ensure the School meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.</li> <li>Ensure the completion and regular review of risk assessments for all work equipment and operations.</li> <li>Ensure that all accidents are documented, investigated, reported and recommended improvements implemented.</li> <li>Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.</li> <li>Co-ordinate the development of health &amp; safety policies, systems of work and procedures.</li> <li>Ensure full and accurate health and safety and training records are maintained.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Establish a full programme of documented health &amp; safety inspections, audits and checks.</li> <li>• Establish a structured programme of health &amp; safety training throughout the School.</li> <li>• Liaise with external health &amp; safety consultants in the provision of training programmes and health and safety services.</li> <li>• Provide Health and Safety Reports for the Termly Governors Finance, Premises and Health &amp; Safety Committee meetings.</li> <li>• Attend Termly Finance, Premises, and Health &amp; Safety Committee meetings.</li> <li>• Participate in weekly Health and Safety Strategic meetings to report on relevant health &amp; safety matters.</li> <li>• Provide regular reports to the Senior Leadership Team on relevant health and safety activities.</li> <li>• Ensure that all agreed action points are completed within deadlines.</li> <li>• Keep up to date with all aspects of relevant health, safety &amp; welfare at work legislation and communicate relevant changes to the school.</li> </ul>
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<p><b>CONTINUOUS PROFESSIONAL DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school.</li> <li>• Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.</li> <li>• Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.</li> <li>• To attend relevant training and development courses as required and identified during performance appraisals.</li> <li>• To work flexible hours when required.</li> <li>• To undertake such other duties as required by your line manager commensurate with the seniority of the post.</li> </ul>
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## Other Specific Duties

### Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

### Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

### Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

### Safeguarding

Avila Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Avila Partnership in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena's & Ursuline High School are non-smoking sites.

Employee Signature: .....

Date: .....

Headteacher's signature: .....

Date: .....

St Philomena's Catholic High School for Girls

Headteacher's signature: .....

Date: .....

Ursuline High School