



North East
Learning Trust

WE'RE LOOKING FOR A

HEALTH AND SAFETY

MANAGER

TO JOIN OUR TEAM

Health and Safety Manager

SCP 38-40 £40,760- £42,683

The North East Learning Trust is a Multi Academy Trust with schools in Durham, Sunderland and Northumberland and we are looking to recruit someone to increase capacity in the central support function. This is an exciting time in our development as this role is vital in supporting our continued growth across north east England.

We want a highly motivated, enthusiastic and experienced Health and safety manager who will be required to develop and implement a comprehensive health and safety strategy across all Trust sites, including the review of all internal policies, procedures, controls, risk assessments and safe systems of work. You should have a proven track record of operating in a multi- site business, dealing with management of contractors.

You must be able to communicate with a wide range of stakeholders and have the ability to balance both the strategic and operational requirements of the role. No two days in a school are ever the same, multiply that by the number of schools and with our growth plans, you will then understand that this is a role that offers challenge and great opportunities. You need to be flexible, resilient and tenacious, possess excellent communications skills and be able to prioritise a demanding workload.

Deadline:

Monday 17 June 2019

Shortlisting will take place week commencing 17 June 2019 and interviews the following week.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **debra.livingston@shottonhallacademy.co.uk** or by post to Debra Livingston; The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU.

Job description

Post Title: Health and Safety Manager	Department:
Workplace: Across all NELT schools	Responsible to: Director of Human Resources
Hours of work: 37 hours per week, flexible during the hours of 7am- 7pm to suit the needs of the business	Salary Band: SCP 38-40 £40,760- £42,683
Annual Leave Entitlement: 26 Days (rising to 31 Days after 5 years continuous service). Plus Bank Holidays. Additional days may be purchased	

Resources:

Staff: Indirectly staff at all schools required to ensure health and safety compliance

Finance: Budget as directed

Clients: Students, staff, governors, parents and school visitors, volunteers and contractors

Duties and responsibilities

- Ensuring the provision of a comprehensive health and safety service to all schools, leading the development of a positive health and safety culture which must be embedded in all activities
- Ensuring that all legal, statutory and other relevant provisions governing or impacting health and safety at work are observed and implemented.
- Undertake audits and inspections of operations across all sites on a periodic basis, preparing reports and recommendations for Trustees and senior leaders.
- Support the development of health and safety systems and maintain and monitor auditing systems
- To provide advice, guidance, support and challenge to senior leadership teams assisting them in their health and safety responsibilities.
- Carry out all accident investigations and ensure compliance with legal requirements
- Ensure appropriate safety information and training is available to all employees across the Trust
- Identify and deliver, where appropriate, health and safety briefings and training

- Ensuring that all employees are inducted effectively in respect of health and safety requirements
- Working collaboratively with facilities teams at all sites to ensure all health, safety and environmental responsibilities are observed
- Work with Human Resources colleagues to ensure appropriate Health, Safety and Wellbeing policies are embedded to reflect the Trust aim to be an employer of choice.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NEBOSH Certificate or equivalent Educated to Level 4 or equivalent in a related vocational or professional field. 	<ul style="list-style-type: none"> NEBOSH Diploma or working towards/ willingness to achieve Membership of an appropriate professional body
Experience	<ul style="list-style-type: none"> Experience working in a multi-site organisation. Experience in a health and safety role or function Experience in the preparation of written reports. Experience of undertaking health and safety risk assessments. Preparation and delivery of training. 	<ul style="list-style-type: none"> Experience of working in the public sector. Workplace inspection and monitoring experience Audit experience Knowledge of environmental management practices and principles
Skills/knowledge	<ul style="list-style-type: none"> Ability to provide accurate information, advice and guidance. Good verbal and written communication skills. Good interpersonal skills. Able to plan and prioritise work activities. Knowledge of current and proposed Health and Safety legislation and guidance. Ability to use IT and supporting software Investigative skills Ability to engage with a range of stakeholders 	<ul style="list-style-type: none"> Knowledge of Occupational Health and Safety management systems (e.g. Managing for safety and health previously HSG65 or OHSAS18001
Personal qualities	<ul style="list-style-type: none"> Able to work alone, as well as part of the team Able to work under pressure, prioritise work and meet deadlines Flexible approach to work Committed to the principles of equality and diversity Current valid driving licence and access to a car May be required to work outside of normal school/ business hours. 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.