



# JOB DESCRIPTION

**Job title:** Health and Safety and Educational Visit Coordinator

**Reporting to:** The Head of Administration and The Principal

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history. We will also request references covering the last 5 years of employment.*

## JOB SUMMARY

This is an additional role and will mainly involve helping create a safe environment, both inside and outside, that enables great teaching and learning to take place. This role is instrumental in creating a culture where everyone is spotting hazards, informing others and pro actively dealing with hazards, assessing risks, managing or controlling risks and positive about creating a safe environment

## KEY RESPONSIBILITIES

- To work as part of the administrative team, providing a friendly and welcoming service to pupils, staff, parents and visitors in a manner that truly reflects the values of our school. The post holder is expected to be able to prioritise tasks and to manage their workload with a minimum of supervision. The school's pursuit of excellence begins at our front gates and this role should actively seek to ensure an outstanding public perception of our operations and provision.
- **Start the Year Safely**
  1. Ensure Safety is part of the induction at the beginning of the year
  2. Ensure registers are taken so that this is evidenced and we ensure all staff receive the information
- **Local Safety Plan**
  1. Ensure the safety plan is accurate and available to all staff e.g. Displayed on Safety Notice Board, emailed to staff, reviewed during start the year safely
- **SCR Compliance, Criminal Background Checks and Safeguarding Training**
  1. HR function - support and work with HR to achieve compliance
- **Drills (Fire, Lock down and Earthquake)**
  1. Minimum of 3 Fire, 2 Earthquake and 2 Lock down
  2. Ensure a fire drill is carried out in week 1 of the school year
  3. Ensure drills are recorded on 360 within 24 hours of the drill taking place
- **Accident Reporting**
  1. Ensure all accidents are being recorded on 360
  2. Ensure the Nurse fully understands how to record incidents on 360
- **Audit Actions**
  1. Coordinate with all areas the completion of the outstanding actions
  2. Liaise with ISP Group Health and Safety Team
- **Health and Safety Board**
  - Update the wall with information and basic documents on Health and Safety and / or Safeguarding.
- **Department handbook**
  - Ensure that the high risks departments have updated manuals as indicated (Science, Art, Technology, Physical Education.).
- Identification of the training needs of any member of the staff.
- **Health and Safety Committee**
- Participate in joint committee meetings providing a global vision of health and safety management in the school.
- **School trips and trips**
  - Ensure that school trips and trips are organized in good time and risks are properly assessed.
- **Internal periodic checks**
  - Ensure that adequate periodic checks of the facilities are carried out to ensure the safety of the buildings.

# PERSON SPECIFICATION

## Education and Skills

### Essential:

- Bilingual: English and Spanish
- Flexible, positive and "can-do" attitude to work
- Successful relevant experience
- Full understanding of Equal Opportunities and able to implement in everyday practice.
- To communicate clearly and resolve any issues quickly and professionally.
- To have excellent management skills and to be able to follow the school's disciplinary code.

## Competencies for the Role

### Role Specific:

- To be approachable to children, parents, and staff.
- To be able to work professionally as part of a team.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to families, pupils and staff and resolve any issues quickly and professionally.
- To communicate effectively and with empathy both verbally and in writing.

*At Laude San Pedro we have high academic expectations for all of our students. Our vision is that every child will achieve more than they imagined possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.*

*In addition, our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.*



Signed: .....

Date: .....

Name (Print): .....

The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Management Team.