



JOB DESCRIPTION

Job Title: Health & Safety Advisor
Pay Scale: SO1 SCP 23 - 25
Responsible to: Health & Safety Manager

Job Purpose:

To assist in the development, monitoring, and improvement of all aspects of Health and Safety, ensuring statutory compliance is achieved. To act as a Health & Safety and Fire Safety advisor to academies, preparing and delivering formal reports to Principals and Governing Bodies.

Responsibilities:

To assist in strategic development of all aspects of health and safety, implementation of policy and provision of a compliance assessment system.

Main Duties:

- To assist the H & S Manager in the development and implementation of policies.
- To assist in the development of safety plans and standard emergency operating procedures.
- To be a member of the Trust Health and Safety committee, attend termly meetings including the preparation of agendas.
- To be an advising member of the Academies Health and Safety committees
- To undertake a programme of audits and workplace inspections.
- To organise and manage Trust wide compliance management system.
- To review and advise individual academies on improvements to their health and safety systems.
- To produce termly Health and Safety newsletters
- To review and analysis statistics to identify trends.
- To assist with the co-ordination and arrangements for Health and Safety related training across the Trust.
- To maintain Health and Safety training records.
- Complete accident and incident investigations as required providing advice to management on the causation and remedial action to prevent recurrence.
- To undertake a programme of auditing Academy Educational visit submissions and physical audits of events.

Developing Professional and Constructive Relationships:

- Work as a member of a small team and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Promote the Trust vision and values and an ethos in which the highest achievements are expected from all members of the Trust community.
- Establish and develop effective team working practices.
- Be able to prioritise, be efficient and meet deadlines.

Professional Skills

- Promote and model professional standards for both staff and pupils at all times.
- Provide colleagues, and stakeholders with timely and accurate information.

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- Support staff to establish a purposeful and safe environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that pupils feel secure and sufficiently confident to make an active contribution to learning and to the Academy.

Strategic Direction and Development

- Support the Executive Principal in the communication of the vision, effective management and operational efficiency to fulfil the ethos of the Trust.
- Lead on key specific areas of responsibility that ensure the improvement and development of health and safety ethos across the Trust.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• NEBOSH National General Certificate in Occupational Health and Safety	E
• NEBOSH Fire Safety and Risk Management Certificate	E
• Full UK driving license and daily access to a vehicle, the role will involve working at all of the academies in the Trust.	E
• NEBOSH National certificate in Construction Health and Safety	D
Knowledge and Skills	E/D
• Ability to oversee an effective health and safety management system	E
• Ability to understand, analyse and make effective use of a wide range of data	E
• Ability to forge positive relationships with team members	E
• Ability to work effectively with members of the academies	E
• Excellent IT skills and knowledge	E
• Good level of literacy and numeracy	E
• Excellent presentation skills	E
• Good knowledge and understanding of current business thinking and to be able to relate this to a safety setting in education	D

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Experience	E/D
• Experience of working in a changing organisational culture	E
• Experience of raising standards	E
Personal Qualities	E/D
• A passion for education and making a difference	E
• Excellent communicator	E
• Effective and engaging team member	E
• Drive and determination	E
• Ambitious	E
• Must be able to work individually, collectively and be able to prioritise own work loads	E
• Ability to multitask and amend priorities as the situation changes	E
• Energy, enthusiasm and a sense of humour	E
• The ability to forge effective relationships that aid the progression of the trust	E
• The ability to challenge as necessary within your area of responsibility and ensure outstanding practice is disseminated throughout the Trust as a consequence.	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.