

Cluster Health & Safety Officer Job Description

Job Title: Cluster Health & Safety Officer - Band 3, starting salary £34,044

Reporting to: Cluster Facilities, Contracts & Lettings Manager

Indirectly reporting to: Cluster Business Manager/Executive Business Manager

Role Purpose:

To ensure processes and guidance are available supporting cluster academies to meet their legal responsibilities to protect students, staff, members of the public and other stakeholders. The Cluster Health & Safety Officer will work across the Cluster schools and support the senior leadership teams, facilities teams and general teaching teams to maintain and ensure a safe working environment for all students and staff.

Key Responsibilities

- To proactively work with the academies and Facilities Manager to ensure safety and compliance is met
- Support the Facilities Manager in the operational management of health and safety risks across the cluster schools
- Lead on maintaining the health and safety policies up to date in line with United Learning policy and guidance
- Provide support and guidance to individual schools to comply with internal and legislative requirements
- Through liaison with the United Learning Health & Safety Group Manager, keep the schools up to date with H&S changes and ensure these are disseminated effectively across cluster schools

Specific Duties

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Manage and review academies' Emergency and Business Continuity Plans
- Develop a cluster H&S monitoring system and utilise regularly across all schools
- Induct new staff in the H&S policies and procedures as required
- Undertake weekly H&S monitoring across the schools, identify areas of weakness and support the academies to improve standards
- Set up and administrate academy health & safety committee meetings to provide support and guidance
- Deliver bespoke health & safety training to staff at all levels across the cluster as required
- Be the first point of contact for any advice and guidance required by cluster staff, escalating serious issues to the Health & Safety Group Manager at central office
- Undertake regular reviews of health & safety compliance paperwork in each academy (this includes premises risk assessments – fire, water, asbestos etc., statutory maintenance paperwork as well as curriculum risk assessments and schools' strategic risk registers)
- Support the Cluster Facilities Manager in the management of all emergency situations
- Carry out investigations into Health and safety breaches and provide advice and risk assessments to reduce future impact
- Support the local premises teams especially during periods of school closure with projects and any other local needs
- To develop excellent working relationships with colleagues internally, centrally and externally
- To be an effective and flexible member of the support services team, contributing to the successful adherence to safeguarding policy
- To uphold the academy policies and procedures at all times

- To ensure any documentation produced is to a high standard and is in line with the in-house style
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the cluster performance management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Work with relevant teaching staff to ensure that the area you are responsible for contains display materials that are of a high standard, promote the values and ethos of the academy and are up to date and maintained
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To support the cluster academies by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post

This post may involve both evening and weekend work and the post holder will need to demonstrate a large degree of flexibility and willingness to work unsocial hours. The need to adapt working hours around the business need of the academy is an expectancy of the job role.

The job covers multi sites, it is therefore key that the Cluster Health & Safety Officer can work in a 'stand-alone' capacity, with excellent organisational and time management skills. Travel between the schools is required to meet the needs of the role.

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Cluster Health & Safety Officer Person Specification

	Essential	Desirable	
EDUCATION/QUALIFICATIONS			
NEBOSH Diploma or equivalent or willing to work towards this		✓	A/I
IOSH Managing Safely or willing to work towards this	✓		A/I
A record of Continuing Professional Development activities.	✓		A/I
KNOWLEDGE AND EXPERIENCE			
Experience of working with health and safety	✓		A/I
Comprehensive knowledge and understanding of health and safety in schools	✓		A/I
Experience of cross-site working	✓		A/I
Excellent ICT skills, use of Microsoft Office, including excel, and other IT software	✓		A/I
SKILLS, BEHAVIOUR AND QUALITIES			
A vision that is aligned with United Learning's high aspirations and high expectations of self and others.	✓		A/I
Strong interpersonal, written and oral communication skills	✓		A/I
Negotiation and influencing skills to be able to roll out health and safety changes successfully	✓		A/I
Ability to work well as part of a team but to also use own initiative as required	✓		A/I
Strong organisational and time-management skills	✓		A/I
Confidence and self-motivation	✓		A/I
The ability to work well under pressure and manage conflicting demands.	✓		A/I
Flexibility and willingness to be adaptable.	✓		A/I
Able and willing to train for and carry out first aid	✓		A/I
Able and willing to carry out lunch duties	✓		A/I