

Job Description and Person Specification

Job Description

Job Title:	Health and Safety Manager
Scale:	Grade 10-12 £31,346 to £40,876. <i>(Placing within grade dependent upon experience and qualifications).</i>
Hours:	37 hours per week.
Contract type:	Permanent. Whole Time.
Location:	All academies within the ALP family of schools.
Responsible to:	Central Support Managers/ Executive Team
Role Purpose:	To manage Health and Safety across the Trust.
Specific responsibilities:	<ul style="list-style-type: none"> • Advising on how to minimise or ultimately avoid risks and hazards in the workplace. • Managing the first aid provision and training requirements in each school. • Ensuring the Trust is legally compliant with all health and safety legislation. • Monitoring health and safety risks and hazards in each school. • Develop risk assessments for school and Trust use. • Work with the Central Support Managers to develop a stringent and comprehensive inspection and audit programme that will be deployed across the trust. • Undertake all health and safety inspections and audits in the workplace (including risk assessments) preparing reports and recommendations for Central Support Managers/ Executive Team. • Working with and training all employees to raise awareness, monitor and improve the health and safety standards in the workplace. • Management of health and safety monitoring systems and policies in the workplace such as Every. • In conjunction with the Central Support Managers coordinate emergency procedures (such emergency evacuations) and organising emergency teams such as fire warden and first aiders. • Deliver civil contingencies training to senior leadership members/teams as appropriate and in conjunction with Central Support Managers to ensure proportionate and appropriate action is taken in the event of an emergency. • Offering general health and safety advice to Central Support Managers and Academy Leaders. • Reporting to Trust Board and Audit & Risk Committee in line with the Trust's Risk Management Framework
Generic responsibilities:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. • To model the values, ethos and vision of the Trust. • Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. • Attend relevant meetings as required, including termly Academy Council meetings.
Special Conditions:	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health and Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

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Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	NEBOSH Certificate of equivalent.	*	
	Level 4 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	NEBOSH Diploma or working towards/ willingness to achieve.		*
	Membership of an appropriate professional body Certificate or equivalent.		*
	Degree in relevant subject.		*
Experience and Knowledge	Experience in a health and safety role or function.	*	
	Experience in the preparation of written reports.	*	
	Experience of undertaking risk assessments.	*	
	Experience of taking initiative and self-motivation.	*	
	Knowledge of environmental management practices and principles.		*
	Knowledge of current and proposed Health and Safety legislation and guidance.		
	Experience of undertaking audits.		*
	Leading a team(s).		*
	Working within a school/ MAT.		*
Qualities & Values	Ability to assume full responsibility for the efficient day-to-day functioning of the Health and Safety Manager role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use IT and supporting software such as MS Office programs and be familiar with other bespoke databases.	*	
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in all schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.