William Henry Smith Foundation

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A Boothroyd Lane, Brighouse, HD6 3JW

JOB DESCRIPTION

Post:	Head of Corporate Compliance and Health & Safety
Contract Term:	Permanent
Salary:	£37, 280 per annum - £40,777.00 per annum (Appointment within the salary range will be based on skills and experience. NEBOSH-qualified candidates may be considered for the upper end of the scale).
Contract:	37 hours per week, All year round (52.143 weeks)
Responsible to:	Head of Central Services
Responsible for:	Corporate Compliance Officer, Cleaning Manager

Safeguarding:

The William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. The foundation has effective child and adult protection policies which provide clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE 2025. The Foundation is also committed to promoting the spiritual, moral, social and cultural development of both students and staff and reflects life in Modern Britain.

Purpose of the Job:

To provide strategic leadership and operational oversight for all aspects of corporate compliance and health & safety across the Foundation's special educational and residential settings. The postholder will ensure that the organisation meets its statutory, regulatory, and ethical responsibilities under education, health, and care legislation, fostering a culture of safety, accountability, and continuous improvement that safeguards students and staff.

Duties and Responsibilities:

Corporate Compliance and Governance

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- Lead the development, implementation, and monitoring of the Foundation's compliance framework, ensuring adherence to all relevant legislation, regulatory standards, and internal policies.
- Maintain up-to-date knowledge of relevant legislation, including the Children's Homes Regulations, Education (Independent School Standards) Regulations, and associated guidance.
- Develop and implement policies and procedures that ensure compliance with legislation across safeguarding, equality, GDPR, whistleblowing, and corporate governance.
- Oversee and maintain systems to ensure compliance across areas including health and safety, data protection, estates management and governance.
- Coordinate internal compliance audits and oversee the management of action plans arising from regulatory inspections.
- Provide regular assurance reports to the Senior Leadership Team, Governors and trustees on compliance performance, risk management, and mitigation strategies.
- Manage and review all Foundation contracts to ensure value for money, legal compliance, and operational efficiency.
- Take responsibility for the management of the Foundation's vehicle fleet, including insurance, maintenance schedules, driver checks, and usage monitoring.
- Oversee all vehicle hire and lease contracts, ensuring cost-effectiveness, compliance with procurement policies, and appropriate record-keeping.
- Provide regular assurance reports to the Senior Leadership Team, Governors and Trustees on compliance performance, risk management, and mitigation strategies.
- Provide expert advice and assurance to senior leaders and Trustees on compliance and risk management issues.

Health & Safety Leadership

- Act as the Foundation's competent person for Health & Safety, ensuring compliance with the Health and Safety at Work Act 1974 and relevant education and care-specific regulations.
- Lead the development and implementation of the Health & Safety Policy, including fire safety, risk assessments, manual handling, infection control, and emergency preparedness.
- Support staff in maintaining safe environments for pupils, residents, and staff.
- Ensure that all residential and educational settings maintain up-to-date risk assessments and conduct regular health and safety audits.
- Oversee investigations into incidents, accidents, and near-misses, ensuring lessons learned are embedded and reported appropriately.

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- Provide cover for waking nights to monitor CCTV, ensuring site security and safety are maintained.

Safeguarding and Duty of Care

- Work closely with the Designated Safeguarding Lead (DSL) and senior leaders to ensure that health & safety and compliance frameworks reinforce safeguarding principles.
- Ensure that health, safety, and compliance risks are considered within the broader safeguarding and wellbeing context of children and young people.
- Provide assurance that staff training, supervision, and incident reporting align with both statutory safeguarding and safety standards.

Leadership and Strategy

- Provide clear strategic direction and leadership to the compliance and health & safety team.
- Build strong, collaborative relationships across the Foundation, ensuring compliance and safety are embedded into daily practice.
- Lead on compliance and safety input into capital projects, premises upgrades, and Foundation change initiatives.
- Lead and manage the Foundation's cleaning team, ensuring high standards of cleanliness, effective deployment of staff, and compliance with health and safety requirements.
- Develop and deliver training programmes to promote compliance awareness and safety culture across all levels of the Foundation.

Reporting and Assurance

- Monitor compliance KPIs and health & safety performance indicators, identifying trends and recommending improvements.
- Ensure timely and accurate reporting to external regulators and statutory bodies, and internal Premises and Resources committee, providing updates on compliance, health and safety, and estates-related matters.

Other Specific Requirements

- To participate in the Foundation's programme of performance management.
- Understand their professional responsibilities in relation to the Foundation's policies and practices.

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- To participate in whole Foundation training days.
- To ensure your Essential Training/Reading is kept up to date as well as any CPD relevant to the role.
- To work across all Foundation sites as and when required by line management.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the Foundation.

REVIEW: This Job Description is subject to review and may be amended at any time after consultation with you

Signed: .... **Date:** .....
New Employee Job Title

Signed: .... **Date:** .....
Line Manager