William Henry Smith Foundation

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A Boothroyd Lane, Brighouse, HD6 3JW

PERSON SPECIFICATION

Head of Corporate Compliance and Health & Safety

The William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSED
EDUCATION/ QUALIFICATIONS/ TRAINING	• Qualifications in Maths and English (GCSE or equivalent, grade 4 or above). • NEBOSH Diploma or a willingness to work towards it. • Recognised Health & Safety qualification.	• Degree or equivalent qualification in a relevant field. • MiDAS trained or a willingness to undertake it. • Professional member of IOSH.	Application form, certificates (proof of training), the Foundation's selection process, interview
EXPERIENCE	• Minimum three years proven experience in leading compliance and/or health & safety functions within a regulated environment (ideally education, care, or health).	• Experience working directly with children or young people with special educational needs and disabilities (SEND). • Knowledge of safeguarding and child protection frameworks in education and care settings.	Application form, the Foundation's selection process, references

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	• Proven track record of developing and embedding compliance and safety systems across multiple sites. • Experience of managing audits, investigations, and regulatory inspections. • Experience in supporting senior leaders to interpret and act on complex compliance or risk issues. • Experience of budget management.	• Knowledge of iAM Compliant or similar compliance management systems. • Knowledge of regulatory landscape for special residential education, including Ofsted.	
KNOWLEDGE AND SKILLS	• In-depth knowledge of UK health & safety legislation, including education and care compliance requirements, and safeguarding legislation. • Experience of managing a small team across multiple sites. • Strong understanding of risk assessment, governance frameworks, and incident management. • Excellent communication and influencing skills, with the ability to engage confidently at all levels.	• Knowledge of environmental, fire safety, and facilities management standards within educational or residential settings. • Understanding of data protection, whistleblowing, and equality legislation as applied to education and residential care.	Application form, the Foundation's selection process, references

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	• Analytical and investigative skills with the ability to interpret complex data and present clear recommendations. • Strong leadership and change management skills.		
PERSONAL QUALITIES	• High personal integrity and professionalism. • Passionate about safeguarding and improving the lives of children and young people with SEND. • Strategic thinker with a pragmatic and empathetic approach. • Collaborative, approachable, and capable of inspiring confidence in others. • Resilient and adaptable, able to balance strategic oversight with hands-on support. • Committed to continuous improvement, learning, and professional development.		Application form, interview, references
ANY ADDITIONAL FACTORS	• Holds a full driving licence. • Commitment to aims, values and ethos of the Foundation including how Quality of Life and Positive Behaviour Support unpins all work with children and young people/families and fellow colleagues.		Interview

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