



Job Description

Job Title:	Health and Safety, Data Protection and Compliance Officer
Reports to:	Bursar and/or Deputy Bursar

Job Purpose

The Duke of York's Royal Military School is seeking a meticulous and dedicated individual to join our team as Health and Safety, Data Protection and Compliance Officer to take responsibility for the compliance of all aspects of health and safety, data protection and policy as required by the School's various regulatory bodies. The Health and Safety, Data Protection and Compliance Officer will be responsible for developing a tight framework and strong culture of compliance and awareness as well as contributing towards policy improvements and development in a dynamic and continually improving School.

Key Duties and Responsibilities

- **Develop and Implement Policies:**
 - Develop, review, and implement comprehensive health and safety, data protection and other policies and procedures in accordance with relevant legislation, regulations, and best practices.
- **Risk Assessment and Management:**
 - Conduct regular risk assessments of all School facilities, activities, and operations to identify potential hazards and non-compliance, developing strategies to mitigate risks effectively.
- **Training and Education:**
 - Develop and deliver training programs for staff and students to raise awareness and ensure compliance with protocols and procedures within areas of responsibility.
- **Investigation:**
 - Lead investigations into accidents, incidents, near misses, and complaints identifying root causes and implementing corrective actions to prevent recurrence.
- **Compliance Monitoring:**
 - Monitor and enforce compliance with regulations, standards, and guidelines, conducting regular audits and inspections of premises, equipment, practices and control environments.
- **Emergency Preparedness:**
 - Develop and maintain emergency response plans and procedures, including evacuation protocols, first aid provisions, and crisis management strategies.
- **Health and Safety Promotion:**
 - Promote a positive safety culture throughout the School community, fostering a proactive approach to health and safety and encouraging reporting of concerns or hazards.
- **Regulatory Liaison:**
 - Serve as the primary point of contact for regulatory agencies (e.g. HSE and ICO), ensuring timely reporting and compliance with statutory requirements and inspections.
- **Documentation and Record-Keeping:**
 - Maintain accurate records of health and safety and data protection activities, incidents, inspections, training sessions, ensuring compliance with data protection and confidentiality requirements.



- **Continuous Improvement:**
 - Identify opportunities for improvement in practices, procedures, and the School's broader control and risk management environment, recommending and implementing changes to enhance effectiveness and efficiency.
- **Appeals and Complaints Management:**
 - Develop and manage a clear and transparent appeals process for staff and students.
 - Establish and maintain a robust complaints procedure, ensuring that all complaints are logged, investigated and resolved promptly and fairly.
 - Oversee the grievance process, working closely with HR to ensure that grievances are addressed in accordance with the School's policies and procedures.
- Undertake relevant training and updates as required to keep up to date with current legislation.
- Undertake such reasonable duties as requested by your Line Manager, Principal or wider Senior Leadership Team.

Key Experience and Skills

- Proven experience working in a health and safety role, preferably within an educational or similar environment.
- In-depth knowledge of health and safety legislation, regulations, and best practices.
- Strong analytical and problem-solving skills, with the ability to conduct thorough risk assessments and investigations.
- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Effective organisational skills, with the ability to prioritise tasks and manage multiple projects simultaneously.
- Proficiency in Microsoft Office Suite and health and safety management software.
- Certification in health and safety (e.g., NEBOSH General Certificate) and formal training in the role of DPO are highly desirable.
- Leadership, proactivity, autonomy, and problem-solving skills.

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.