



Recruitment Pack

**Health and Safety Manager**



**Romero**  
Catholic Academy Trust



## Contents

- Welcome from the CSEL and Chair of the Board of Directors
- Our Values
- Saint Oscar Romero
- Job Advert
- Job Description
- Person Specification
- How to apply

## Welcome from Katy Cox

### Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

## Welcome from Angela Ager

### Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)



# Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

## **Faith: To nurture our belief in God.**

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

## **Service: To live out the responsibilities of our faith by serving others.**

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

## **Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.**

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

## **Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.**

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

# Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



# Job Advert

## Health and Safety Manager

37 hours per week, full year

Grade 9, SCP 30-35

Responsible to: Head of Operations and Estates

Main Location: Romero Central Office with  
travel to other sites

**Required to commence 1<sup>st</sup> November 2024**

The Trust's Health and Safety Manager will develop and implement a Health and Safety strategy, services and improvements across the Trust and its Schools.

The successful candidate will report to and work with the Head of Operations and Estates. The role is based in our Trust Headquarters as well as regularly working onsite across all our schools.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**  
[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date: Friday 27<sup>th</sup> September 2024 @ 12noon**  
**Shortlisting date: Monday 30<sup>th</sup> September 2024**  
**Interview date: Wednesday 2<sup>nd</sup> October 2024**



# Health and Safety Manager

## Job Description

### Job Purpose

To develop and implement Health and Safety strategy, services and improvements across the Trust and its Schools.

### Main Duties and Responsibilities

#### Strategic Planning and Leadership

- To lead the Health & Safety service.
- Take a lead role in developing a strong, credible and robust Health and Safety culture with high level of performance.
- To provide an effective and efficient service which positively influences the working and teaching environment across the whole Trust and School estate.
- To act as a positive role model, leading by example and strive for excellence in all areas.

#### Policy and Procedure

- To draft and oversee implementation of the delivery of the Romero Catholic Academy Trust Health and Safety and Environmental Policies.
- Advise the Trust and School Leadership Teams and appropriate managers on legislative changes, interpreting the changes and update policies and guidance as appropriate; ensuring these are delivered into working practice so that the organisation is compliant with the current legislation.
- To devise and oversee implementation of systems for the communication of Health & Safety and Environmental requirements across the Trust and its Schools.
- To ensure Risk Assessments are in place and fit for purpose by providing training, advice and guidance to staff as necessary. This includes developing systems for standard Risk Assessments for pupil visits and trips.
- Maintain an effective and robust audit trail.
- To develop, review and amend the Critical Incident Policy and plans, the Fire Safety policy and to ensure both are drilled and lessons learned and incorporated.
- Drive H&S initiatives throughout the organisation to increase knowledge and awareness.
- Recommend and implement control measures and advise on the standard PPE issued to employees.

## **Compliance and Performance**

- To review and assess Health and Safety performance across all Trust schools.
- Develop standardised systems and procedures for the effective management of the organisations Health, Safety and Environmental performance.
- Auditing, making recommendations where appropriate, advising and implementing changes to practice as may be required to ensure legal compliance and professional best practice.
- To bring about a consistent, standardised and effective approach to Health and Safety across all Trust Schools.
- To analyse accident and near miss data and make appropriate recommendations to the Trust for future changes to practise.
- Develop Health, Safety and Environmental performance indicators for Romero Catholic Academy Trust in accordance with the relevant guidance and devise systems to monitor and measure the performance indicators on an ongoing basis.
- Follow up areas of non-compliance and ensure that they are resolved effectively.
- Appropriate and timely liaison with the HSE, Fire and Rescue Service and other relevant statutory and/or enforcing authorities, insurance officers and legal advisors. Actively develop a close working relationship with these statutory and advisory authorities.
- Identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice or HSE guidance. Arrange such training/certification once identified.

## **Governance**

- To prepare Health, Safety and Environment Reports for Trust and School Governance. This includes reports and presentations to School Governors and Trust Boards.
- Support the Board, and Leadership in the Trust and Schools on Health, Safety and Environmental issues. Develop collaborative relationships with unions where appropriate.
- Advise the Trust and School Leadership of all incidents reportable under RIDDOR.

## **Customer Focus**

- Develop and deliver a customer first approach in delivering the service. Act as an enabler across the Trust and its Schools.
- Coordinate Health and Safety related meetings as appropriate.
- To integrate Health and Safety services with into the wider Estates Management Service and deliver as part of a joined-up service.
- To promote and provide excellent customer service as part of the wider Estates and Compliance Team.

## **Additional supporting information – specific to this post**

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.



## Health and Safety Manager Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications</b>		
IOSH (Institution of Occupational Safety and Health) Qualification	E	A
NEBOSH (National Examination Board of Occupational Safety and Health) Qualification	E	A
Evidence of continued professional development	E	A
Commitment to ongoing professional development	E	A/I
Full UK driving license and possess a vehicle to travel between academies	E	A
<b>Experience</b>		
Prior experience working as a Lead Practitioner in a Health, Safety, and Compliance role	E	A/I
Familiarity with UK Health & Safety legislation, training, and new developments	E	A/I
Strong stakeholder management and dealing with CEO and SLT members	E	A/I
Drafting and overseeing implementation of Health and Safety and Environmental Policies	E	A/I/T
Experience of developing a strong, credible and robust H&S culture with a high level of performance	E	A/I
Experience of leading the Health and Safety function in a fast-paced dynamic environment	E	A/I
Experience of leading a Health and Safety function in an education setting, or as a minimum in a highly focused customer environment	D	A/I
Experience of managing competing priorities and working to tight timescales	E	A/I
<b>Knowledge</b>		
Up-to-date knowledge of health and safety practices.	E	A/I
Proficiency in risk assessment and control	E	A/I
Knowledge of legislative changes, how to interpret the changes and update policies and guidance as appropriate. Knowledge of how to ensure these are	E	A/I

delivered into working practice so that the organisation is compliant with the current legislation		
Understanding of new technologies and their application	E	A/I
Relevant methodologies and industry standard processes e.g: Prince2, ITIL, Agile	E	A/I
Understanding of CRM, CMS, ERP and general business systems	E	A/I
<b>Skills and Abilities</b>		
Excellent leadership and management skills	E	A/I
Excellent motivational and team building skills	E	A/I
Excellent interpersonal skills	E	A/I
Excellent verbal and written communication skills	E	A/I
Ability to engage others in presentations and training sessions	E	A/I
Self-motivation and the ability to motivate others to change their behaviour	E	A/I
Good problem-solving skills	E	A/I
Excellent project management skills	E	A/I
A proactive and positive attitude	E	A/I
<b>Personal Qualities</b>		
Customer focussed	E	A/I/T
Highly innovative and attentive to detail	E	A/I/T
Ability to relate to and communicate effectively with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner	E	A/I/T
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	A/I
Commitment to continuous personal development including undertaking qualifications in key areas	E	A/I
Self-awareness and ability to receive, and act upon, constructive feedback	E	A/I
Reliability, integrity and resilience	E	A/I/R
An excellent record of attendance and punctuality	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I/T
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I

Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Essential car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
<b>Prepared by:</b>	<b>CSEL</b>	<b>Date:</b>
		<b>August 2024</b>

### Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### Attendance

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## How to apply

If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**  
[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date:** Friday 27<sup>th</sup> September 2024 @ 12 noon  
**Shortlisting date:** Monday 30<sup>th</sup> September 2024  
**Interview date:** Wednesday 2<sup>nd</sup> October 2024

**Completed application forms, and associated documentation, should be returned to the HR department via e-mail: [careers@romerocat.com](mailto:careers@romerocat.com)**

DIOCESE OF  SALFORD

 **Romero**  
Catholic Academy Trust