



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of **SALFORD**

HEALTH & SAFETY MANAGER

Applicant Information Pack



MAKE CHRIST *known;*
MAKING LIVES *better*



Welcome from the CEO

On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Health & Safety Manager.

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise 21 schools: 17 primary and four secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey. Before the end of the calendar year, three further schools will have joined us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents that we make a difference to all our children and young people, regardless of their location.

Over the last twelve months we have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit candidates to lead our operations, finance, information and performance functions. As part of that development, we are now looking to appoint to the role of Health & Safety Manager on a full-time basis. This is a role with great scope and great potential and will play a critical role in the development of our Trust. I would suggest all potential candidates take some time to review our Trust website so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Chris Foley".

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise 21 schools: 17 primary and four secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

Our Values:



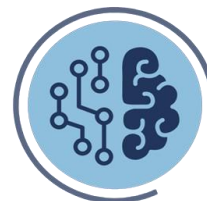
Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.





About the Role

St Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint a full-time Health & Safety Manager to work across all the academy sites in our Trust and play a key role in delivering a professional service to the existing schools in the Trust whilst ensuring the schools that are scheduled to join as part of the growth strategy receive the same professional level of service.

This is an exciting opportunity to join the Trust as it continues its transition from a single site autonomy developing to a professional management approach to all health & safety matters as the Trust grows over a period of time into a Catholic Academy Trust which, at scale, will be one of the largest Trusts in England.

The Health & Safety Manager will work closely with the leadership teams to ensure that the Trust's Health & Safety strategy is delivered, ensuring compliance with all relevant legislation and best practice. The role holder will provide relevant expert advice, conduct risk assessments, deliver training, and support a culture of safety across all schools and the central office. Our priority is to ensure children have the best learning environment possible for them to feel inspired and motivated to receive an excellent education.

The successful candidate will:

- Have excellent communication and interpersonal skills.
- have strong knowledge of UK Health & Safety regulation.
- have proven experience working in a Health & Safety role, ideally within the education or public sector.
- demonstrate initiative and proactive problem-solving skills,
- have well-developed ICT skills.
- work well under pressure, working accurately with attention to detail, and meeting deadlines.
- be flexible in approach to working patterns.

We can offer:

- a working environment where all feel valued and respected,
- a caring and engaged group of stakeholders.
- a committed and highly supportive Central Team and Trust Board with a clear vision and high aspirations for the Trust.
- precise support for your own professional and spiritual development from both the Academy Trust and the Diocese,
- excellent local and borough wide collaborative links.
- generous 22.7% Local Government Pension Scheme employer contribution.
- Recognition of continuous Local Government service (where applicable)..
- Free onsite parking.
- Free onsite gym.
- Generous annual leave allowance.
- A variety of onsite events, including weekly pop-up shops.





Job Description

Post:	Health & Safety Manager
Pay Scale:	Grade 9, SCP 34-38
Responsible to:	Trust Chief Operating Officer
Main Location:	STOCCAT Head Office, Bury

Main Duties

To support St Teresa of Calcutta Trust in delivering the Trust’s health and safety strategy, ensuring compliance with all relevant legislation and best practice. The role holder will provide expert advice, conduct risk assessments, deliver training, and support a culture of safety across all schools and the central office.

Main duties of the role include:

- Assisting the Trust Chief Operating Officer (COO) in the development, implementation, and review of health and safety policies and procedures in accordance with current legislation and best practices.
- Ensure compliance with the Health and Safety at Work Act and other relevant regulations across all trust schools.
- Conduct regular audits, inspections, and risk assessments and ensure appropriate control measures are in place.
- Monitor and audit health and safety performance across all sites, reporting findings to the leadership team
- Advise senior leaders on compliance with statutory obligations e.g. COSHH, RIDDOR, Fire Safety etc.
- Investigate accidents, incidents, and near misses, identifying root causes and implementing corrective actions.
- Ensure effective fire safety measures and emergency procedures are in place across all sites.
- Organise regular fire drills and emergency evacuation procedures.
- Work closely with site managers to ensure compliance with fire safety regulations.
- Deliver health and safety training sessions for staff and leadership teams, raising awareness of health and safety responsibilities among employees and students.
- Liaise with external agencies e.g. HSE, local authorities etc.as required.
- Maintain accurate records of all health and safety incidents and report findings to senior leadership.
- Assist Trust stakeholders in the support of capital projects and site developments from a health and safety perspective.
- Conduct regular safety inspections of school buildings, equipment, and grounds.
- Ensure the safe use and maintenance of all trust facilities and equipment.
- Work closely with estates and facilities teams to implement necessary safety improvements.

Professional Standards and Development



- Take responsibility for and participating in continuing professional development.
- Be a role model to colleagues through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing Professional Development and Formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.



Key		
E - Essential, R - References, I - Interview, C - Certificate, D - Desirable, A - Application		
	Essential/ Desirable	Evidence
Qualifications		
CMIOSH qualification or equivalent standard qualification	Essential	A/I/C
First aid certificate	Desirable	A/I/C
Membership of IOSH or similar professional body	Desirable	A/I/C
Manual handling or risk assessment trainer qualification	Desirable	A/I/C
Fire risk assessment qualification	Desirable	A/I/C
Knowledge & Experience		
Strong knowledge of UK Health & Safety regulation	Essential	A/I
Proven experience in a health and safety role, ideally within the education or public sector	Essential	A/I
Experience of working in a multi-site organisation or education trust	Desirable	A/I
Experience of delivering training e.g. manual handling, fire safety	Desirable	A/I/R
Experience of developing and implementing Health & Safety policies across a multi-site organisation	Desirable	A/I
Experience in incident led trend analysis and reporting	Desirable	A/I
Technical Skills & Ability		
Excellent communication and interpersonal skills	Essential	A/I
Ability to work independently across multiple sites	Essential	A/I
Strong organisational and record-keeping skills	Essential	A/I
Proficiency in Microsoft Office e.g. Word, Excel, PowerPoint, Outlook	Essential	A/I
Ability to analyse data and produce clear, actionable reports	Desirable	A/I
Demonstrates initiative and proactive problem solving	Essential	A/I
Special Working Conditions		
Full UK driving license with access to own vehicle	Essential	A/I
Knowledge of safeguarding and child protection principles	Desirable	A/I
Familiarity with DfE guidance and Keeping Children Safe in Education (KCSIE)	Desirable	A/I
Flexibility to work outside normal hours in emergencies and/or training	Desirable	A/I
Personal Characteristics		



Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R
Calm and professional under pressure	Essential	A/I/R
Strong ethical standards and integrity	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to good attendance at work	Essential	A/I/R



HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website.

The closing date for this position is:

Midnight Monday 7 July 2025.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.

