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| **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.* | |

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| **Person Specification** | | |
| **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 |
| 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 handing, 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 |