



JOB DESCRIPTION

Job Title: Health & Safety Advisor
Pay Scale: SO1 SCP 23 - 25
Responsible to: Health & Safety Manager

Job Purpose:

Working under the strategic direction of the Health & Safety Manager, the postholder would play a key role in shaping, implementing, and enhancing health and safety practices across the Trust. This role demands initiative, precision, and professional judgement in managing audits, investigations, and compliance systems. The postholder would also act as a trusted advisor to Principals and Governing Bodies, delivering expert guidance and formal reports on Health & Safety and Fire Safety matters.

Key Responsibilities:

- Contribute to the strategic planning and operational delivery of health and safety initiatives across the Trust.
- Implement and maintain compliance systems, ensuring accurate monitoring and reporting.
- Act as a key advisor to academies, providing guidance and formal reports to Principals and Governing Bodies.
- Represent the Health & Safety team on committees, preparing documentation and offering informed input.
- Work closely with the Health & Safety Manager in the delivery of audits, inspections, and investigations, ensuring findings are robust and actionable.
- Analyse health and safety data to identify trends and recommend improvements.
- Coordinate Trust-wide training and maintain accurate records of staff development.
- Provide guidance on educational visits and event safety, ensuring compliance with Trust and statutory standards.
- Attend and audit selected high-risk or high-profile trips, such as Duke of Edinburgh expeditions, to assess safety arrangements and provide on-site assurance where appropriate.
- Respond to incidents with professionalism and empathy, supporting staff and promoting wellbeing. This includes accidents, near misses, fire-related events, and safety concerns arising during educational activities or off-site visits.
- Manage workload effectively, escalating complex or high-risk matters to the Health & Safety Manager as appropriate.

Professional Relationships & Conduct:

- Foster collaborative working practices within the Health & Safety team and across the Trust.
- Build strong, respectful relationships with staff, providing calm and clear guidance in sensitive or high-pressure situations.
- Model professional standards and promote the Trust's values in all interactions.
- Communicate effectively with stakeholders, ensuring timely and accurate information sharing.
- Contribute to a safe and purposeful environment for pupils and staff, aligned with safeguarding and wellbeing policies.

Strategic Contribution:

- Lead on designated areas of responsibility that drive the Trust's health and safety ethos forward.

- Influence the development of a proactive safety culture, ensuring statutory compliance and continuous improvement.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Minimum of five GCSEs (or equivalent), including English and Mathematics at Grade 4 (C) or above	E
• NEBOSH National General Certificate in Occupational Health and Safety (Level 4)	E
• NEBOSH Fire Safety and Risk Management Certificate (Level 3)	E
• Full UK driving license and daily access to a vehicle, the role will involve working at all of the academies in the Trust.	E
• NEBOSH National certificate in Construction Health and Safety	D
Knowledge and Skills	E/D
• Strong understanding of health and safety legislation, statutory compliance, and best practice in educational settings	E
• Knowledge of fire safety regulations and risk management principles	E
• Ability to interpret and apply policy frameworks across diverse operational contexts	E
• Skilled in conducting audits, inspections, and investigations with precision and objectivity	E
• Competent in analysing data to identify trends and inform strategic planning	E
• Excellent written and verbal communication skills, including report writing for senior stakeholders	E
• Proficient in using digital compliance systems and Microsoft Office applications	E
• Strong organisational skills with the ability to manage competing priorities and meet deadlines	E
• High level of discretion, tact, and emotional intelligence when dealing with sensitive issues	E

Experience	E/D
• Experience working in a health and safety role within a multi-site organisation, preferably in education or public sector	E
• Proven track record of contributing to the development and implementation of health and safety policies and systems	E
• Experience advising senior leaders and presenting findings to governance bodies	E
• Demonstrated ability to work independently while escalating complex or high-risk matters appropriately	E
• Experience supporting staff following incidents or during periods of organisational change	E
• Involvement in coordinating training programmes and maintaining compliance records	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.