



GREENSHAW
LEARNING TRUST

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RECRUITMENT PACK

Greenshaw Learning Trust,
ORU Sutton,
Throwley Way,
Sutton,
SM1 4AF



Telephone: 020 3988 0218

Email: info@greenshawlearningtrust.co.uk

Dear Candidate

Thank you for your interest in the role of Health, Safety and Compliance Lead at Greenshaw Learning Trust. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



Health, Safety and Compliance Team

As part of the Shared Services Estates Department, the Health, Safety and Compliance Team provides resources, systems, and expert advice and guidance to ensure that we meet our legal responsibilities, and protect students, staff and visitors to our sites.

Our key responsibilities include:

- Providing effective management, development and improvement of Health and Safety, Risk Management and Statutory Compliance processes
- Ensuring systems are in place for effective reporting, investigating and monitoring of accident, incident and dangerous occurrences
- Ensuring systems are in place for effective monitoring, measuring and reporting of statutory compliance
- Leading on the development, review and monitoring of the effectiveness of the Health and Safety Policy and Procedures and monitoring compliance with the policy and procedures across the Trust.
- Coordinating scheduled and responsive health and safety audits, providing prioritised action plans and supporting the H&S Lead in delivering compliance
- Providing expert support, advice and guidance to schools and shared services colleagues on health and safety matters
- Providing schools with regular updates on changes to health and safety legislation
- Supporting the investigation of incidents proportionate to the severity of the event
- Coordinating the development of Trust business continuity, and school critical incident plans
- Coordinating the provision of H&S training



TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 31-35.

- National England & Wales - £40,476 - £44,711 per annum.
- Outer London - £43,299 - £47,532 per annum.

Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

36 Hours per week

PLACE OF WORK

GLT Shared Service Office, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

OR

GLT Shared Service Office, Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

(Travelling between school sites will also be required)

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The annual holiday entitlement is 26 days plus 2 extra-statutory days

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

| | |
|-------------------------|---------------------------------------|
| Post: | Health, Safety and Compliance Lead |
| Responsible to: | Health, Safety and Compliance Manager |
| Responsible for: | Health Safety and Compliance Advisor |

ROLE OVERVIEW

We are looking for an enthusiastic person to join our team to proactively work to support schools in matters relating to Health, Safety and Compliance. You will support the development of processes and guidance, and provide support for schools to meet their legal responsibilities to protect students, staff, members of the public and other stakeholders.

To support the Health, Safety and Compliance Manager, Head of Estates, Regional Estates Managers, Health and Safety Leads, and Site Managers to ensure that legal, moral, and internal compliance commitments are met, appropriate documentation is recorded correctly, and ensure efficiency and effectiveness.

To work closely with wider Trust colleagues in developing all support services to ensure that the Trust remains compliant, efficient and cost effective.

MAIN DUTIES AND RESPONSIBILITIES

- Develop and maintain a comprehensive Health & Safety Management System of procedures for implementation across the Trust.
- Identify any areas of weakness in health and safety compliance and management processes and support schools to improve standards.
- Actively monitor developments and changes in legislation and good practice in respect of health and safety requirements and advise on appropriate action as required.
- Effectively communicate developments and changes to legislation and practice to all stakeholders.
- Lead the development and management of the Incident Reporting process.
- Undertake proactive and reactive trend analysis to identify improvements required to the Health and Safety policy and procedures.
- Provide Health and Safety advice to schools, and shared service colleagues.
- Ensure there are accurate and up-to-date information/records/ reports relating to the health & safety, statutory compliance and risk management.
- Ensure the provision of Fire Risk Assessments for schools.
- Undertake scheduled and responsive health and safety audits, provide prioritised action plans and support the Health and Safety Leads in delivering compliance.

- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines when necessary and reviewing progress on action taken.
- Support the implementation and or migration of the chosen Trust compliance software package providing support and training to schools, as required.
- Manage the implementation of all health & safety and compliance procedures to include Trust compliance, health & safety, incident management software packages in all joining schools as part of the onboarding process.
- Present health and safety briefings to schools and contribute to the induction process for new employees.
- Ensure the appropriate standards of health and safety are maintained at all times in respect of any works carried out on behalf of GLT, particularly in respect of statutory requirements, legislative regulation policies and procedures.
- Ensure compliance with CDM Regulations and any other relevant Health and Safety legislation by managing health and safety through the lifecycle of projects where the role of Principal Designer is not undertaken by a technical adviser.
- Support on the delivery of projects, ensuring consistency of approach to health and safety.
- Support GLT leadership in the management of all emergency situations.
- Take a lead role in regulatory visits (e.g. HSE, Environmental Health).
- Monitoring and coordinating Health and Safety and Compliance activities.
- Liaise closely with the Estates Team and School Health & Safety Leads to advise on issues relating to H&S and Compliance.
- Maintenance and coordination of health and safety training, and the production of training material.
- Deliver bespoke training on compliance and health and safety to staff at all levels of the organisation as required.
- Review the compliance quality assurance process, working with Regional Estates Managers.
- Identification of non-compliance.
- Analyse data to provide high quality reports on compliance and safety to enable effective organisational decision making
- Coordinating reporting within the H&S and Compliance audit processes.
- Carry out H&S audits, and produce audit reports
- To react to any significant H&S issues identified at schools within the Trust
- Actively monitor developments and changes in legislation and good practice in respect of health and safety requirements and advise on appropriate action as required.
- Review contractor RAMS / H&S checklists
- Audit the GLT incident reporting system.
- Support the GLT incident investigation process.
- Audit and report on records and statistics relating to Health, Safety and Compliance

- Support the standardisation of compliance activities.
- Development of the team processes and systems
- Provide general support and assistance to the Health, Safety and Compliance Manager, and to the wider Estates Team.
- To work towards full compliance across the Trust estate
- To develop and manage the bank of template risk assessments
- Attend and act upon information provided from appropriate training courses
- Deputise for the Health, Safety and Compliance Manager as required
- Any other duties commensurate with the duties/responsibilities/grade of the post
- Travelling between school sites will be required

GENERAL REQUIREMENTS OF THE POST

- Must contribute and adhere to the overall ethos, vision and values of the Trust
- Must carry out all duties in accordance with the Trust's Health and Safety Policies and Procedures and to contribute to the review of such Policies and Procedures.
- To assist in the promotion of the Trust to different members and audiences and raising the school profile in the local community.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas identified.
- To engage actively in the Performance Management process.
- To participate in Trust professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and training | | |
| Good numeracy / literacy skills / GCSE (or equivalent) Maths and English | x | |
| NEBOSH General Certificate or equivalent qualification | x | |
| Specific training in specialist area - Risk Assessments, Fire Safety, Auditing | | x |
| Skills and experience | | |
| Experience of creating and presenting reports | x | |
| Experience of reviewing Risk Assessments and Method Statements | x | |
| Experience of providing H&S advice to a large organisation | x | |
| Knowledge of H&S and Compliance legislation | x | |
| Experience in interpreting legislation into practical guidance | x | |
| Experience of carrying out H&S Audits | | x |
| Willingness to participate in development and training opportunities | x | |
| Working knowledge of relevant policies / codes of practice / legislation | x | |
| Experience working within a large Multi Academy Trust / Educational establishment | | x |
| Membership of a professional body | | x |
| Personal attributes | | |
| Ability to make decisions, identify and solve problems on thorough analysis and sound judgement | x | |
| Ability to manage and lead a team using your own initiative | x | |
| Experience of preparing H&S training materials | | x |
| Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands | x | |
| Good IT skills including knowledge of spreadsheets | x | |
| Ability to work well as part of a team | x | |
| Diplomatic and confident | x | |

| | | |
|--|---|--|
| Self-motivated and ability to use own initiative | x | |
| Ability to deal sensitively with people and resolve conflicts | x | |
| Ability to listen and respond appropriately | x | |
| Commitment to working within the Trust's Safeguarding Policy and Procedures | x | |
| Commitment to high standards and expectations | x | |
| Demonstrable and consistent approach towards others in operating with confidence and integrity | x | |
| Committed to the safeguarding of children | x | |

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 13th July 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held when shortlisting has been completed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP



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