

## Amplify Education

### Health, Safety and Compliance Manager

#### Job description

<b>Job title</b>	Health, Safety and Compliance Manager
<b>Location</b>	<p>The primary location will initially be at St Katherine's School, Pill.</p> <p>Ability to travel across all Trust schools, with the option of some home working if desired.</p>
<b>Salary</b>	NJC 24 to NJC 28 (1.0FTE £35,412 to £39,152)
<b>Role Summary</b>	<p>The Health, Safety and Compliance Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>● ensuring that processes, practices and policies are implemented and maintained in order that all aspects of regulatory compliance are addressed</li> <li>● developing and promoting a positive health and safety culture across the Trust and overseeing school's compliance with health and safety regulations</li> <li>● developing processes and procedures to ensure the safety of all in the schools, including policy implementation, monitoring and inspection, risk assessment and delivery of training.</li> </ul> <p>As such, experience of managing and advising wider school regulatory compliance matters, strong leadership skills and a relevant Health and Safety qualification or experience are essential</p>
<b>Working pattern</b>	<p>37 hours per week, year round.</p> <p>Flexible working arrangements will be considered for the right candidate, including the option of some home working. Please state any preference within the Supporting Statement in your application form.</p> <p>This is a permanent position from 20 April 2026</p>
<b>Responsibilities</b>	<p>The tasks required will be many and varied but are likely to include the following:</p> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>● In collaboration with the Head of Estates develop, review, evaluate, implement and manage Health &amp; Safety policies and procedures,</li> </ul>

	<p>ensuring that these are appropriate for purpose and meet legislative requirements and best practice.</p> <ul style="list-style-type: none"> <li>● To ensure that: <ul style="list-style-type: none"> <li>○ all schools have a robust and compliant approach to all Health &amp; Safety matters, with safe systems and processes in operation in accordance with risk control methods</li> <li>○ Health &amp; Safety policies and procedures are adhered to across the Trust through regular audit, inspection, and other monitoring methods</li> <li>○ appropriate risk assessments are conducted; to advise staff with risk assessment responsibilities and ensure that a central register of risk assessments is maintained and regularly reviewed specifically following major incidents or changes to legislation.</li> </ul> </li> <li>● To investigate and record incidents, accidents and near-misses, and report as appropriate, for example RIDDOR reports.</li> <li>● To deliver Health &amp; Safety initiatives to staff as requested and when required.</li> <li>● To provide Health &amp; Safety advice and guidance to staff and other users of the schools, for example contractors, visitors, parents, and pupils.</li> <li>● To support Health &amp; Safety training for staff and pupils as appropriate to the role, in a timely manner and maintain adequate training records, including induction training.</li> <li>● Lead on the coordination of projects and packages of work that address areas of non-compliance in the following areas: Fire Safety, Water and Legionella, Health and Safety, Inclusion and Access. Tasks to include planning of work, procurement of contractors, coordination of internal resources, oversight of works and completion of associated documentation.</li> <li>● To receive and manage external inspections from Health &amp; Safety consultants and statutory bodies for e.g. HSE, Fire Service</li> <li>● Support the Head of Estates in increasing health and safety awareness at all levels within the schools and closely monitor health and safety compliance. Monitoring compliance registers within the schools and reporting if incomplete.</li> <li>● Support with co-ordinating Health and Safety meetings at the individual schools and being the Trusts representative at these meetings, producing reports where required and supporting schools to prepare an annual health and safety report.</li> </ul> <p><b>Estates</b></p> <ul style="list-style-type: none"> <li>● Assist the Head of Estates with Health &amp; Safety issues relating to the condition of buildings, repairs, and annual maintenance programme to ensure compliance by staff and external contractors.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Responsibility for coordinating, monitoring, and managing the compliance of Estates and Facilities services and to lead on the delivery of actions that are identified through Fire Risk assessments, Health and Safety Audits, Water Risk assessments, Accessibility audits etc.</li> <li>• Lead on management of FM contracts including monitoring and reviewing delivery and quality of services provided.</li> <li>• Assist in preparation of specifications, schedules, and programmes of work to ensure compliance for e.g. RAMS and CDM compliance. Issue work orders and monitor quantity, progress, and quality of works on site.</li> <li>• Lead on the Trusts compliance monitoring platform, supporting schools to use effectively, and developing consistent reporting including centralised reporting of compliance data.</li> <li>• Ensure a safe system of work for all premises staff and external contractors at Trust sites including management and updates of the contractor list and associated documentation.</li> <li>• Ensure that specified service levels are achieved by monitoring and auditing standards.</li> </ul> <p><b>Other responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To develop, review, evaluate, implement and manage the Trust's asset register for M&amp;E including implementation of a robust review of said register.</li> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• As well as the responsibilities set out above there may, on occasion be reasonable requests for other duties as directed by the Head of Estates or other members of the Senior Leadership Team.</li> <li>• A driving licence and access to a vehicle is essential for this role to travel to different schools across our Trust.</li> </ul> <p><i>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title. This document does not form part of your contract of employment with the Trust.</i></p>
<b>Reporting to</b>	<b>Head of Estates</b>
<b>Safeguarding</b>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

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### Health, Safety and Compliance Manager

### Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### **Essential for this role:**

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Excellent communication skills, both written and verbal, with the ability to engage effectively with staff at all levels.
- Highly organised with the ability to manage multiple priorities and deadlines.

#### **You are likely to have:**

- Strong analytical and problem-solving skills to assess risks and implement effective solutions.
- Ability to work independently and make informed decisions under pressure.
- High level of attention to detail and accuracy in reporting and compliance monitoring.
- The ability to interact positively with colleagues and develop and maintain productive working relationships
- A proactive approach to continuous improvement in health, safety and compliance being confident to take the initiative and contribute ideas.
- Confident, calm-efficiency, with the ability to work under pressure.
- Excellent report writing skills.
- Effective training and presentation skills to delivery health and safety training sessions

**You may have:**

- Experience in project management, with additional training potentially available for the right candidate.
- Strong negotiation skills to manage external contractors and liaise with regulators.
- Experience of organising and delivering staff training.
- Proven ability to provide practical, outcome-focused advice and support.

**Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

**Essential for this role:**

- NEBOSH or IOSH qualification (or willing to undertake)
- Experience of Health and Safety within the education sector or a similar environment

**You are likely to have:**

- Awareness of health and safety legislation (e.g. RIDDOR, COSHH, manual handling)

**You may have:**

- Additional health and safety qualifications (e.g NEBOSH Diploma) , construction experience, education experience or site manager experience.

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- A previous Health and Safety role.

**You are likely to have:**

- Worked within the construction industry or education sector
- Familiarity with incident investigation processes and reporting requirements (e.g. RIDDOR)

**You may have:**

- Experience working with external regulators such as the HSE.
- Experience in managing asbestos, fire safety or water hygiene compliance.
- Experience of performing audits in accordance with requirements.

### **Other Requirements:**

#### **Essential for this role:**

- Driving licence and access to a vehicle

#### **You are likely to have:**

- Experience in working flexibly, including occasional out-of-hours responsibilities

#### **You may have:**

- Experience using compliance management software.

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*