

Cathedral Schools Trust Central Team

Health, Safety and Compliance Manager

Job description

Job title	Health, Safety and Compliance Manager
Location	The CST central office is currently based within St Katherines School, located in Pill, North Somerset. The role will involve travel to the 12 schools within the Trust (all located in Bristol and North Somerset) and working flexibly across other Trust locations when required to do so.
Salary	<p>Pay range of SCP S28 - S34, £33,144 to £38,963</p> <p>37.5 hours per week all year around with flexibility over working pattern and numbers of hours. Part-time and flexible working arrangements considered for the right candidate with the option of some home working. Please state any preferences within your application form.</p>
Role Summary	The post holder will lead on health, safety and compliance for Cathedral Schools Trust.
Start date / Working pattern	<p>This role will begin on 2 June 2025, or as soon after as possible.</p> <p>Consideration will be given to different working patterns where requested.</p>
Responsibilities	<p>The tasks required will be many and varied but are likely to include the following:</p> <ul style="list-style-type: none"> • Lead on the coordination of projects and packages of work that address areas of non-compliance in the following areas: Fire Safety (Fire and Smoke), Water and Legionella, Health and Safety, Inclusion and Access. Tasks to include planning of work, procurement of contractors, budget management, coordination of internal resources, oversight of works and completion of associated documentation. • 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, Water Risk assessments, DDA Audits etc. • Lead on management of FM contract including monitoring and reviewing delivery of contract.

- Assist in preparation of specifications, schedules and programmes of work. Issue works orders and monitor quantity, progress and quality of works on site.
- Arrange external health and safety training such as first aid, fire marshall, etc. communicating dates to staff and managing the booking process.
- Support with developing health and safety training packages on IAMCompliant, allocating to staff and monitoring completed training.
- Lead on IAMCompliant for the Trust, supporting schools to use effectively and developing consistent reporting including centralised reporting of compliance data.
- Support the Head of Estates and Facilities in increasing health and safety awareness at all levels within the schools and closely monitoring health and safety compliance. Monitoring compliance registers within the schools and reporting if incomplete.
- 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.
- Lead on developing, reviewing and updating health, safety and compliance policies and procedures so that they are compliant and in a standardised format. Lead on implementation of a Trust health and safety strategy
- Carry out workplace inspections and audits as required, for example for PE, DT, Drama etc.
- Support the schools with incident and near miss investigations, reporting to the Trust.
- Support with the planning of fire alarm lifecycle replacements programs and ensuring all fire alarm installation documentation is managed and stored appropriately.
- Support the Head of Estates and Facilities on priority areas of work e.g. compliance checks.
- 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.
- Review, update and rewrite risk assessments for the central team and 12 schools within the Trust so that they are compliant and in a standardised format.
- Ensure there is a consistent system in place for storing all risk assessments and safety documentation which works across all trust locations.

	<ul style="list-style-type: none"> • Deliver a policy for maintaining and updating risk assessments and ensuring staff are fully trained going forward and there is a timetable in place for ongoing review and updating. • Ensure that specified service levels are achieved by monitoring and auditing standards. • Work collaboratively with the Head of Estates and Facilities, individual school staff and other key stakeholders to ensure a proactive approach to compliance is carried out efficiently across the Trust. • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. <p><u>Other responsibilities</u></p> <p>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 and Facilities or other members of the CST Senior Leadership Team.</p> <p>A driving licence and access to a vehicle is essential for this role to travel to different schools within our Trust.</p> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Nina Adams - Head of Estates and Facilities
Safeguarding	<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>

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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.
- 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.

You are likely to have:

- 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.
- Experience in project management, with additional training potentially available if required for the right candidate
- Effective training and presentation skills to deliver health and safety training sessions.

You may have:

- Strong negotiation skills to manage external contractors and liaise with regulators.

Knowledge and qualifications:

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

Essential for this role:

- Experience of Health and Safety within the education sector or a similar environment.

You are likely to have:

- NEBOSH or IOSH qualification.
- Awareness of fire safety, safeguarding and premises compliance regulations

You may have:

- Additional health and safety qualifications similar to NEBOSH or IOSH, construction experience, education experience, site manager experience.
- Familiarity with incident investigation processes and reporting requirements (e.g., RIDDOR)

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:

- Work within the construction industry or education sector.

You may have:

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

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.