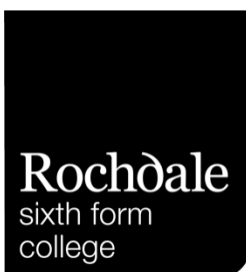


Health & Safety Manager

Application Pack

Application Deadline: Monday 6th January 2025 at 9.00am
Interview Date: Wednesday 15th January 2025.

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Health and Safety Manager at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school will soon benefit from a new teaching block opening at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with of seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact Gill Barratt or myself.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Monday 6th January 2025 at 9.00am** to arrive no later than 12.00 midday. Interviews expected to take place **Wednesday 15th January 2025**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

SFCA support pay scale, points 36 – 40. Currently, £51,025 - £55,703 per annum.

Start Date

ASAP

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff: “To maximise students’ achievements”

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

Job Description

Job Title:	Health and Safety Manager
Reports to:	Director of Operations
Contract:	Full time (37 Hours per week), Permanent
Salary:	SFCA pay spine points 36-40 = £51,025 - £55,703
Start Date:	As soon as possible

Overall, Purpose of the Post

- To develop and Implement Health and Safety strategy, services and improvements across the Trust and its academies.

Key Duties

Strategic Planning and Leadership

- To lead the Health & Safety service across the Trust.
- Take a lead role in developing a strong, credible, and robust Health and Safety culture with high level of performance.
- To provide an effective and efficient service which positively influences the operations and teaching environment across the whole Trust.
- To act as a positive role model, leading by example and strive for excellence in all areas.

Policy and Procedure

- To draft and oversee implementation of the delivery of the Trust Health and Safety and other related Policies.
- Advise on legislative changes, interpreting the changes and update policies and guidance as appropriate; ensuring these are delivered into working practice so that the Trust is compliant with the current legislation.
- To devise and oversee implementation of systems for the communication of Health & Safety across the Trust and its academies.
- To ensure risk assessments are in place and fit for purpose by providing training, advice, and guidance to staff as necessary. Carrying out the more complex risk assessments.
- Maintain an effective and robust audit trail.
- To develop, review and amend the Business Continuity Policy, Emergency Planning Policy, and the Fire Safety Strategy and to ensure all are drilled and lessons learned and incorporated.
- Drive H&S initiatives throughout the Trust to increase knowledge and awareness.
- Recommend and implement control measures and advise on the standard PPE issued to employees.
- Ensure training is in place that is appropriate for job roles and responsibilities.

Compliance and Performance

- To review and assess Health and Safety performance across all Trust schools.
- Develop standardised systems and procedures for the effective management of the Trust.
- Ensure that due diligence is carried out with the onboarding of schools joining the Trust and health and safety systems and procedures are effectively managed.
- Carrying out regular audits at each academy, making recommendations where appropriate, advising, and implementing changes to practice as may be required to ensure legal compliance and professional best practice.
- To bring about a consistent, standardised, and effective approach to Health and Safety across all Trust Schools.
- To analyse accident and near miss data and make appropriate recommendations to the Trust for future changes to practice.
- Develop Health and Safety performance indicators for the Trust in accordance with the relevant guidance and devise systems to monitor and measure the performance indicators on an ongoing basis.
- Follow up areas of non-compliance and ensure that they are resolved effectively.
- Appropriate and timely liaison with the HSE, Fire and Rescue Service and other relevant statutory and/or enforcing authorities, insurance officers and legal advisors. Actively develop a close working relationship with these statutory and advisory authorities.
- Identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice or HSE guidance. Arrange such training/certification once identified.
- To present health and safety inductions to all staff on Inset and throughout the year where appropriate.
- To work closely with health and safety leads at each academy and ensure that they are fully supported in day-to-day health and safety operations.

Governance

- To prepare Health and Safety reports for the Trust Board and other meetings.
- Develop collaborative relationships with unions where appropriate.
- Advise the Trust on all incidents reportable under RIDDOR.
- Ensure correct reporting systems are in place for the reporting of accidents and near misses.

Customer Focus

- Develop and deliver a customer first approach in delivering the service. Act as an enabler across the Trust.
- Coordinate Health and Safety related meetings as appropriate and attend where needed.
- To integrate Health and Safety services with into the wider Estates Management Service and deliver as part of a joined-up service.

General

The job description serves only as a summary of the main responsibilities of the post. It is anticipated that the role will evolve further to suit the development of the Trust and the particular strengths of the jobholder. Other reasonably similar duties may also be allocated from time to time appropriate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

Qualifications	Essential/Desirable
IOSH Qualification	E
NEBOSH Qualification	E
Evidence of CPD and ongoing professional development	E

Full driving license and possess vehicle to travel between academies	E
Experience	
Experience of working as a Health and Safety Lead practitioner.	E
Aware of Health and Safety legislation, training, and any future developments.	E
Strong stakeholder management.	E
Drafting, reviewing, and implementing health and safety policies.	E
Experience of developing a strong, credible and robust H&S culture with a high level of performance.	E
Experience of leading the Health and Safety function in a large organization.	E
Experience of managing competing priorities and working to tight deadlines.	E
Knowledge	
Up to date knowledge of health and safety knowledge and legislative changes, able to review current practices and make updates to ensure that the Trust is compliant with current legislation.	E
Able to use different technology to carry out the role.	E
Skills and Abilities	
Excellent leadership and management skills.	E
Excellent teambuilding and motivational skills.	E
Excellent verbal and written communication skills.	E
Ability to train others.	E
Excellent project management skills.	E
Able to motivate and persuade.	E
Personal Qualities	
Customer focused	E
Good attention to detail	E
Personal drive to complete tasks to a high standard and meet deadlines.	E
Excellent record of attendance and punctuality.	E
Ability to understand, demonstrate and apply the Trust values.	E



BRINGING EDUCATION TOGETHER

Altus Education Partnership
Suite F4
No.2 The Esplanade
Rochdale
OL16 1AE
Tel: 01706 769999
Email: info@alltusep.com

