

Job Description	
Post:	Health & Safety Officer
Pay Scale:	Grade 6, scp 19-24, £32,061 - £35,412
Responsible to:	Health & Safety Manager
Main Location:	STOCCAT Head Office, Bury
Main Duties	
<p>To support the Health, Safety and Compliance Manager in delivering the Trust's health and safety strategy, ensuring compliance with all relevant legislation and best practice. The role holder will provide expert advice, conduct risk assessments, deliver training, and support a culture of safety across all schools and the central office.</p> <p>Main duties of the role, include:</p> <ul style="list-style-type: none"> • Assist the Health, Safety and Compliance Manager in the development, implementation and review the Trust's Health & Safety policies and procedures • Conduct regular audits, inspections, and risk assessments across all schools • Advise senior leaders on compliance with statutory obligations e.g. COSHH, RIDDOR, Fire Safety etc. • Support on accident and incident investigations, ensuring accurate reporting and follow up • Coordinate fire drills, emergency planning, and first aid provision • Deliver staff training on health and safety • Liaise with external agencies e.g. HSE, local authorities etc., as required. • Maintain accurate records and prepare reports for the Trust board and relevant committees • Assist the Health, Safety and Compliance Manager in the support of capital projects and site developments from a health and safety perspective 	
Professional standards and development	
<ul style="list-style-type: none"> • Take responsibility for and participating in continuing professional development. • Be a role model to students through appropriate personal presentation and professional conduct. • Support all the Trust's policies and ethos. • Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network. • Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation. • Reflect on own professional practice. • Take responsibility for and participating in continuing professional development. 	
Continuing professional development and formation	

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
NEBOSH general certificate or equivalent standard qualification	Essential	A/I/C
First aid certificate	Desirable	A/I
Membership of IOSH or similar professional body	Desirable	A/I/C
Manual handling or risk assessment trainer qualification	Desirable	A/I/C
Fire risk assessment qualification	Desirable	A/I/C
Knowledge & Experience		
Strong knowledge of UK Health & Safety regulation	Essential	A/I
Proven experience in a health and safety role, ideally within the education or public sector	Essential	A/I
Experience of working in a multi-site organisation or education trust	Desirable	A/I
Experience of delivering training e.g. manual handling, fire safety	Desirable	A/I/R
Experience of developing and implementing Health & Safety policies across a multi-site organisation	Desirable	A/I
Experience in incident led trend analysis and reporting	Desirable	A/I
Technical Skills & Ability		
Excellent communication and interpersonal skills	Essential	A/I
Ability to work independently across multiple sites	Essential	A/I
Strong organisational and record-keeping skills	Essential	A/I
Proficiency in Microsoft Office e.g. Word, Excel, PowerPoint, Outlook	Essential	A/I
Ability to analyse data and produce clear, actionable reports	Desirable	A/I
Demonstrates initiative and proactive problem solving	Essential	A/I
Special working conditions		
Full UK driving license with access to own vehicle	Essential	A/I
Knowledge of safeguarding and child protection principles	Desirable	A/I

Familiarity with DfE guidance and Keeping Children Safe in Education (KCSIE)	Desirable	A/I
Flexibility to work outside normal hours in emergencies and/or training	Desirable	A/I
Personal characteristics		
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R
Calm and professional under pressure	Essential	A/I/R
Strong ethical standards and integrity	Essential	A/I/R