



Candidate Pack

HEALTH & SAFETY OFFICER

The Vale Federation

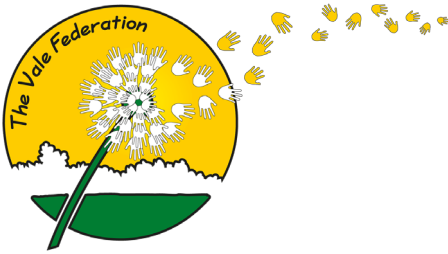
Stoke Leys Close, Aylesbury HP21 9ET

Telephone: 01296 427221

Email: recruitment@thevalefederation.com

Inspire - Enable - Achieve





Welcome

Dear Prospective Candidate,

Thank you for your interest in the position of **Health & Safety Officer** at The Vale Federation.

The Vale Federation encompasses two Special Schools (one primary, one secondary-aged) in Aylesbury. We support children and young people who are amongst the most vulnerable in our society. All children within the school have severe or profound learning difficulties and come to us as our specialist provision is required to support their often wide ranging needs.

Staff across all departments make a difference to the lives of every child who comes to one of our schools. We work together as a team, to ensure we deliver everything we can to make all elements and departments of The Federation the very best that it can be.

This important role is part of the Support Team, coordinating our health and safety across the Federation, ensuring we meet and maintain compliance that makes a difference for everyone.

The entire support team are extremely passionate about their roles and every member contributes to the delivery of our objectives.

Would you like to become part of our team, and be part of transforming a child's life? If you share a passion for making a difference and recognise the value in today's world of supporting the most vulnerable, then we'd like to hear from you. Whilst there is a requirement for experience and previous knowledge in health and safety, just as important is the enthusiasm to work as part of a team and willingness to learn. We offer comprehensive training, both internally and externally, a full induction programme and potential career development for those who wish to progress.

We have high ambitions for all within our schools' communities. We expect the very best for the children and young people that come to us, and the same is true of our staff. We encourage and support all staff to develop and progress their own careers with us, and we have numerous examples of those that start with us as an administrator and progress to become a Team Leader. Others have developed expertise within one of the other support fields and followed a career path in that direction.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council, free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the Federation, please contact the HR Team at **recruitment@thevalefederation.com**. We hope to receive your application and meet you in the near future.

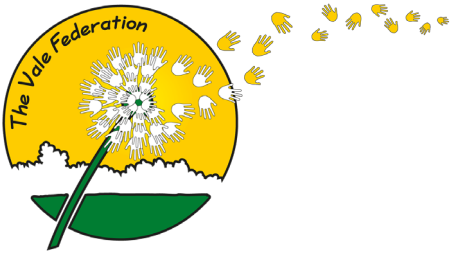
Yours faithfully,

A handwritten signature in black ink, appearing to read 'B Taylor'.

Bradley Taylor
Principal

A handwritten signature in black ink, appearing to read 'S Parkinson'.

Steve Parkinson
Business Director



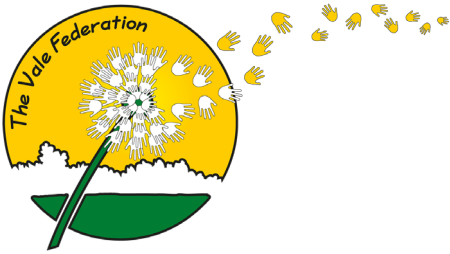
Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

Inspire - Enable - Achieve





Values

Excellence:

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

Trust:

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

Courage:

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

Determination:

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

Kindness:

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

Friendship:

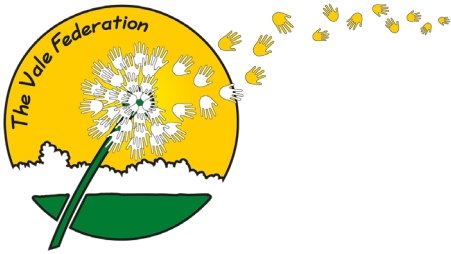
We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

Respect:

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

Equality:

We aim for our pupils to experience a school environment in which fairness is promoted. Equality is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.



Job Description

School Name: The Vale Federation
Post: Health & Safety Officer (Part Time)
Hours: 30 Hours Per Week / 40 Weeks Per Annum
Salary: Bucks Pay Range 4 / Point 21-25
Responsible to: Business Director

Job Summary

To coordinate and be the first point of contact for all matters relating to Health and Safety, including Fire Safety. To ensure that all schools and sites within the Federation remain compliant with all current legislation

Main duties and responsibilities include

- To exercise responsibility for monitoring Health and Safety, including Fire Safety, across The Federation, reporting any weaknesses, breaches or issues to the Business Director
- To maintain, in conjunction with the Business Director, all necessary Health and Safety Policies and procedures, including Fire Safety
- To maintain, in conjunction with the Business Director, all necessary First Aid Policies and procedures in liaison with the Head of Schools and the Business Director
- To audit and verify on a regular basis all the above stated policies are being implemented effectively throughout The Federation
- To establish a rolling programme of inspections and safety audits of all departments and areas across the Federation sites/campuses, providing action plans to Leaders as a result
- To ensure that all mandatory annual staff training programmes/courses have been completed, as directed by the Business Director
- To review and support the compilation of Risk Assessments, monitoring the annual review and update of all Risk Assessments
- To liaise and work with the Facilities & Estates Team on any new building projects/renovations on all Health and Safety matters
- To regularly and systematically review and check all compliance testing and the necessary documentation is completed as required
- To complete all new staff Health and Safety inductions at each school/location
- To compile regular Health and Safety reports, as required by the Business Director and Governing Board
- To monitor and manage all accident reporting, utilising the Federation's reporting system, working with the HR and Facilities & Estates departments as required
- To ensure the post holder keeps up to date with the latest Health and Safety, including Fire Safety regulations and requirements, specifically for schools
- Responsible for checking emails regularly and keeping up to date with all school and Vale Federation communication



Job Description

Other Responsibilities and Duties:

- Attending and contributing to half termly Operations Meetings
- Attending other Federation meetings as directed by the Business Director
- Using school systems such as Arbor, Access, Smartlog and Microsoft 365 Office Suite
- Carrying out procedures in relation to Fire Warden duties
- To carry out Federation policy as documented and/or as directed by the Business Director
- To present the school in a positive way in the community
- To be aware of the sensitive nature of information learning during the course of duties and to maintain confidentiality at all times
- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure that agreed procedures are followed in the event of an accident or incident
- Employees are expected to regularly access their work email, whilst at work, to stay up to date with staff communications and information

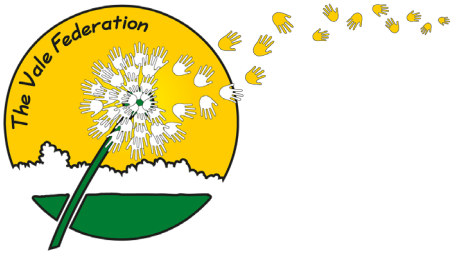
Training

Employees are expected to participate in training and professional development in order to meet performance objectives attending any relevant training for the job role.

Safeguarding Statement

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

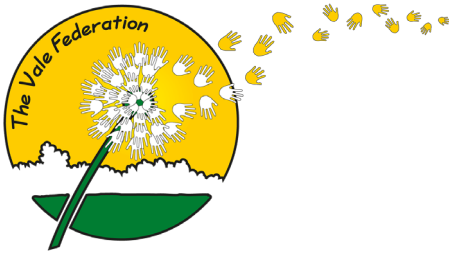
This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.



Person Specification

School Name **The Vale Federation**
 Post **Health & Safety Officer – Range 4**

Factors	Essential	Desirable	Assessment Method
Qualifications	3 GCSE 's Grade C/4 or above or equivalent, including English Language	Full UK Driving Licence iOSH Managing Safety	Certificates at interview
Experience, Special Skills and Abilities	<p>Working knowledge of Health and Safety in the workplace</p> <p>Proven track record in taking responsibility for completion of tasks/projects</p> <p>Sound working knowledge of Microsoft 365, including Word, Excel, Power Point, Share Point and One Drive</p> <p>Excellent written and spoken English to be able to communicate effectively at all levels</p> <p>Excellent prioritisation and time management skills to manage workloads to meet deadlines</p> <p>Ability to always maintain confidentiality</p> <p>Experience of multi-tasking and working under pressure</p> <p>Able to work professionally with other stakeholders at all levels, both internally and externally</p> <p>Be able to commute to the different sites within The Federation</p>	<p>Experience of working in an educational environment</p> <p>Good understanding of Risk Assessments and the completion of</p> <p>Ability to work within financial constraints</p>	<p>Application form</p> <p>References</p> <p>Interview & Tasks</p>



Person Specification

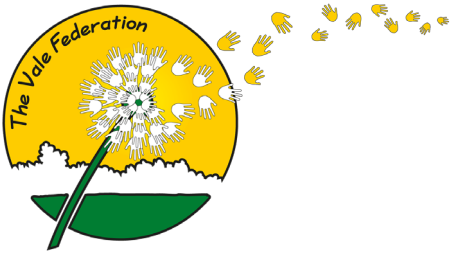
Personal Qualities

- Commitment to taking responsibility for the tasks involved
- Flexible, adaptable and positive approach to working
- Exceptional accuracy and attention to detail in all areas
- Exceptional presentation standards
- Professional approach
- A calm, courteous, friendly but professional approach
- Excellent time keeping skills
- Personal stamina and energy including a good record of attendance and health
- Flexible and open to continuous change
- Ability and willingness to develop to your full potential undertaking further training and personal development for individual and federation benefit

- Sense of humour
- Approachable

- Application Form
- References
- Interview

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.



Staff Code of Conduct

Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:

Safeguarding pupils

All staff members have a responsibility to safeguard pupils and protect their welfare.

Appearance and dress

Dress in a manner that is appropriate to their role

Attendance

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

Responsibility

All employees must take responsibility for their own actions and be accountable for these.

Respect

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

Honesty & Integrity

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

Health and safety

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

E-Safety

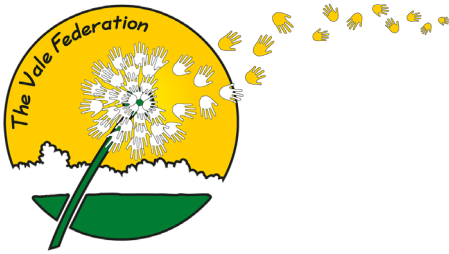
Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

Photography and Videos

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

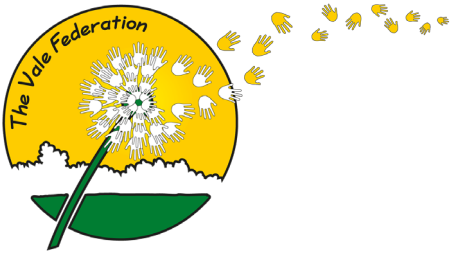
Data protection and confidentiality

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community



About the role

Start Date:	For further details please visit www.thevalefederation.com/careers/current-vacancies/
Weekly Hours:	30 hours per week
Annual Weeks:	40 weeks per year (including INSET days)
Salary:	Salary £18,743 to £20,277 (approx. gross) per annum (FTE £26,477 to £28,645 per annum)
Annual Leave (if applicable):	Not applicable
Application Closing Date:	For further details please visit: www.thevalefederation.com/careers/current-vacancies/ <i>We reserve the right to close this vacancy early if a candidate is appointed.</i>
Interview Date:	For further details please visit www.thevalefederation.com/careers/current-vacancies/
Recruitment Process Summary:	Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact Lynne Worley at recruitment@thevalefederation.com . For further information on our recruitment process please visit our website.
Safeguarding Statement:	The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.



Benefits

Employer Contribution Pension Scheme, with Life Cover

Employee Assistance Programme

Staff Wellbeing Forum

Staff Room with Resourced Kitchen

Free On Site Secure Parking

Long Service Awards

Staff discount at local gyms, restaurants, theatre & coffee shops

Discounts on local travel

Staff Weekly Information Briefings

Training and Professional Development

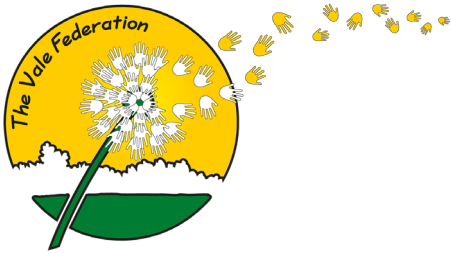
Career Development Opportunities

Staff Update Bulletins & Newsletters

Discounts On Hiring Our Facilities

Staff Events

Annual Flu Vaccination



Gallery

