



## JOB DESCRIPTION

**Job Title:** Lead Health & Safety Advisor  
**School:** The GORSE Academies Trust  
**Pay Scale:** PO2 SCP 29-32  
**Responsible to:** Health and Safety Manager

### Job purpose:

To support the Health & Safety Manager in providing strategic leadership, professional advice and operational oversight of health and safety across the trust, ensuring compliance with statutory requirements and alignment with the trust's educational and strategic objectives. The postholder will provide comprehensive and professional health and safety advice across the trust and ensure an effective and consistent compliance support service. They will lead on key operational and developmental workstreams including compliance monitoring, audit, incident management and data analysis.

### Key Responsibilities:

#### Strategic Health & Safety & Compliance

- Support the development and implementation of the trust's health and safety strategy by analysing compliance data, audit outcomes and incident trends through central systems, identifying priorities, and producing briefing reports for senior leaders.
- Identify emerging health and safety risks, legislative changes and sector developments by monitoring updates and guidance, assessing impact, and advising on required actions.
- Contribute to the development, review and implementation of trust-wide policies and procedures by drafting updates, consulting stakeholders, and supporting rollout through clear communication and guidance.
- Lead on designated areas of responsibility by delivering targeted improvement initiatives, monitoring performance, and working with academy teams to embed best practice.

#### Audit, Monitoring & Assurance

- Deliver a structured programme of audits, inspections and compliance reviews across academies by following a planned schedule, using standardised tools, and reporting outcomes to ensure requirements are met.
- Analyse audit findings and compliance data by reviewing reports and system data, identifying trends and recurring issues, and proposing practical solutions.
- Support academies in developing and implementing action plans by providing clear guidance, agreeing actions, and monitoring progress to address compliance gaps.
- Maintain oversight of the trust's compliance management systems by regularly reviewing records, ensuring data accuracy, and tracking timely completion of actions and statutory checks.

#### Advisory Support & Stakeholder Engagement

- Provide high-quality professional advice to principals, academy leaders and staff by responding to queries, interpreting guidance, and offering practical, proportionate solutions.
- Support leaders in managing complex and sensitive health and safety issues by reviewing risks, providing clear guidance, and recommending appropriate actions.
- Build strong working relationships across the trust by engaging regularly with academy teams and supporting consistent implementation of standards.

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- Contribute to trust and academy Health & Safety Committees by preparing reports, presenting key information, and attending meetings.

## **Training & Development**

- Coordinate and deliver health and safety training programmes across the trust by planning schedules, delivering sessions, and ensuring statutory requirements are met.
- Oversee the maintenance of accurate and up-to-date training records by using central systems, monitoring completion, and following up on gaps.
- Identify training needs and support the development of staff capability by reviewing compliance data, engaging with leaders, and providing targeted training and guidance.

## **Incident Management & Investigation**

- Lead or support the investigation of accidents, incidents and near misses by gathering evidence, identifying root causes, and recommending corrective actions.
- Analyse incident data by reviewing reports and trends to inform preventative strategies.
- Support academies in embedding learning from incidents by sharing findings, providing guidance, and monitoring actions to reduce recurrence.

## **Educational Visits & Risk Management**

- Oversee the monitoring of educational visits through EVOLVE by reviewing submissions, checking risk assessments, and ensuring approval processes are followed.
- Provide advice and guidance to staff on visits, activities and associated risks by interpreting policies and national guidance, and recommending appropriate control measures.

## **Operational Support**

- Support the delivery of a consistent health and safety service across academies by setting clear standards and expectations and monitoring implementation.
- Work collaboratively with estates, operations and leadership teams by contributing to projects and ensuring health and safety is embedded in day-to-day operations.
- Show initiative in progressing delegated workstreams by managing tasks independently and maintaining clear reporting lines..

## **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	<b>E</b>
• NEBOSH General Certificate (or equivalent) or willing to work towards	<b>E</b>
• Full diving licence and daily access to a vehicle as the role will involve working at all the academies within the trust.	<b>E</b>
• IOSH membership (TechIOSH / GradIOSH or above)	<b>D</b>
• Evidence of continued professional development in Health & Safety training	<b>D</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
• Sound knowledge of Health & Safety legislation and its practical application, including within schools or multi-academy trusts	<b>E</b>
• Strong communication and interpersonal skills, with the ability to explain complex or sensitive information clearly to a wide range of audiences	<b>E</b>
• Well-developed analytical and problem-solving skills, including the ability to research, interpret data and produce clear reports	<b>E</b>
• Ability to work independently, using initiative and professional judgement, while also contributing effectively within a team	<b>E</b>
• Strong IT skills, particularly Microsoft Office and data management systems	<b>E</b>
• Clear understanding of data protection, confidentiality and professional boundaries	<b>E</b>
• Demonstrable commitment to safeguarding, equality, diversity and inclusion, and Health & Safety	<b>E</b>
• Knowledge of safer recruitment and Keeping Children Safe in Education	<b>D</b>
• Knowledge of educational visits planning, including the use of EVOLVE	<b>D</b>
• Strong observational skills and the ability to quickly assess complex situations	<b>D</b>
<b>Experience</b>	<b>E/D</b>
• Practical experience of applying Health & Safety legislation in a workplace environment	<b>E</b>
• Experience of researching information, analysing data and producing accurate, well-structured reports	<b>E</b>
• Experience of responding to complex or sensitive Health & Safety queries from a range of stakeholders	<b>E</b>
• Experience of working independently and collaboratively to deliver work to agreed deadlines	<b>E</b>
• Experience of providing a professional, customer-focused advisory service	<b>E</b>
• Experience of carrying out and reporting on Health & Safety audits or inspections	<b>D</b>
• Experience of working in a school or educational setting in a Health & Safety role	<b>D</b>
• Experience of implementing change and contributing to service or compliance improvement	<b>D</b>
• Experience of developing strategies or action plans to address identified risks or gaps	<b>D</b>
• Experience of delivering presentations or training to varied audiences	<b>D</b>
• Experience of working with EVOLVE and supporting the management of educational visits	<b>D</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	<b>E</b>
• Willingness to actively participate in training and development to maintain up-to-date professional knowledge and skills	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	<b>E</b>

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We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

**Reviewed April 2026**