

<b>Job Title:</b>	Health and Safety Officer
<b>Job Grade:</b>	Band 8/9 £31,067 to £37,035 depending on experience
<b>Reports To:</b>	Head of Estates and Facilities
<b>Direct Reports:</b>	N/A
<b>Clearance Required:</b>	Enhanced DBS
<b>Key Stakeholders:</b>	All levels of leadership and management, employees, governors, trustees, external agencies and partners

### Job Purpose

The post holder will be responsible for ensuring Trust-wide compliance with health and safety policies, conducting inspections and investigations, coordinating relevant training, and supporting estate management to maintain a safe environment for staff, students, and visitors.

### Key Responsibilities and Accountabilities

1.	Collaborate with stakeholders to establish and develop safe working practices and ensure comprehensive, up-to-date risk assessments are in place across all Trust sites
2.	Maintain and share up to date knowledge of current and new legislative requirements relating to health and safety in-order-to interpret, evaluate and advise management on the implications of such legislation on teaching and learning and business support.
3.	Conduct scheduled and ad-hoc health and safety audits, producing clear reports that identify risks, regulatory gaps, and required corrective actions.
4.	Work closely with the People Team and organisational leaders regarding matters of concern in connection with specialist risk assessments and training and support requirements
5.	Ensure general administration of the health and safety service is carried out in an accurate and timely manner

6.	Maintain, review and revise first aid arrangements, organising appropriate training as necessary
7.	Coordinate health and safety meetings with key stakeholders and provide advice and support to the chair of the Finance Audit Risk and Resources Committee on health and safety risk to the Trust
8.	Provide support, advice and training on employers and employees' health and safety responsibilities, including induction, associated health and safety awareness/training
9.	Complete investigations of all incidents and recommend measures to prevent recurrence
10.	Play an active role in emergency response and ensure effective execution of the organisation's business continuity strategy.
11.	Coordinate and monitor routine and planned maintenance across Trust sites, ensuring timely resolution of issues and compliance with health and safety standards
12.	Liaise with contractors and service providers to ensure quality, cost-effectiveness, and health and safety compliance across all estate-related works.
13.	Conduct regular site inspections to identify premises-related risks and opportunities for improvement.
14.	Support the development and implementation of the Trust's environmental and climate strategies, including carbon reduction initiatives, energy efficiency measures, and sustainable estate management
15.	Undertake additional duties in line with the role, as directed by the Head of Estates and Facilities, Deputy CEO, or CEO, to support organisational objectives

*This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.*

### Person Specification

Qualifications	Essential or Desirable
NEBOSH National General Certificate in Occupational Health and Safety	E
Membership of a professional body such as IOSH	E
Accredited CDM qualification	D
Project management or post graduate management qualification	D
Willingness to undertake additional qualifications or CPD in health and safety management as required by the Trust.	E
Skills	Essential or Desirable
Computer literate with excellent understanding of Microsoft Office suite of programmes	E
Ability to work as part of a team, working effectively with people across a wide range of levels and responsibilities	E
Ability to organise and prioritise workload and work on own initiative	E
Ability to remain calm and deal with challenging situations in an appropriate manner	E
Ability to collate, manage and analyse data to provide insight through trends, themes and translate into effective action plans	E
Ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform strategic decision-making at school and Trust level	E
Knowledge / Experience	Essential or Desirable
Demonstrable Health and Safety experience within a multi-site organisation	E
Working knowledge and awareness of health and Safety legislation	E
Demonstrable experience of conducting audits and risk assessments	E

Experience of working with senior leaders and staff with key Health and Safety responsibilities	E
An understanding of contractor management and engagement	E
Demonstrable Health and Safety experience within the education sector	D
Experience working within or for a Multi-Academy Trust, local authority or similar organisation, in a similar role	D
Ability to build effective working relationships with colleagues and external partners at all levels	E
Ability to provide and receive complex information/ data and be able to communicate the information onwards to ensure understanding across all stakeholders	E
Awareness of child protection / safeguarding issues	E