

## JOB DESCRIPTION

Job title: Health and Safety Manager A5079

Employer: Gosforth Federated Academies Limited

Location: The post holder will be expected to work across all of the Multi-Academy Trust (MAT) sites but will be based at Jesmond Park Academy in the first instance.

Grade/Salary: N9 £39,571 - £42,614

Job evaluation: 585 points

Hours: 37 hours per week

Responsible to: MAT Director of Estates and Facilities Management

Responsible for: All H&S activities

Main purpose of the job

The Health and Safety Manager will be responsible for the planning, establishing, implementing, and maintaining of a variety of health, safety and welfare programs to assure the highest possible degree of safety for staff, students and visitors, and ensuring all MAT sites comply with legal and regulatory standards; that policies and procedures are robust, forward looking environmentally; and that academies are safe places of learning.

The post will require regular liaison with a range of key stakeholders, including Trustees, Senior Post Holders, MAT Director of Estates and Facilities Management, Site Facilities Managers, Curriculum leads, local authorities (LA) and contractors.

**Main tasks and key responsibilities**

* Acting as the MAT Competent Person, lead and manage the Health and Safety function across the Multi Academy Trust (MAT) working closely with MAT Director of Estates and Facilities Management and Site Facilities Managers in ensuring that sites and facilities provide a safe, effective and high quality educational environments
* Provide expert advice, guidance and support to both the MAT Director of Estates and Facilities Management and Site Facilities Managers on Estates–related health, safety and environmental issues
* Develop and champion a culture of safety, including the further development of Health and Safety Committee’s and reporting processes across all MAT sites
* Provide information, advice and guidance relating to H&S across all MAT sites
* Develop, integrate and manage a Health and Safety Management System appropriate to the Trust activities
* Carrying out safety audit inspections, routine fire inspections, safety tours, including collating evidence as necessary
* Carrying out accident/incident investigations from first notification including RIDDOR or onward reporting where required
* Assisting and advising in the completion of relevant risk assessments and safe systems of work
* In conjunction with the Human Resources team, carry out new starter H&S inductions as required
* In conjunction with the Human Resources team, assist in the arranging of mandatory training and health surveillance amongst staff
* Carrying out personal Risk Assessments in conjunction with the Human Resources team as requested
* Carrying out DSE/Workstation Assessments with all PC users as requested
* Carrying out Personal Emergency Evacuation Plans (PEEPs) assessments as requested
* Carry out toolbox talks (refresher training, revised risk assessments, SSOW) as requested
* Investigating and resolving H&S concerns in the work environment
* Ensuring compliance with legislation and making sure that an employer is not being negligent with regards to the safety of its staff, students and site users
* Acting as the Duty Holder, lead on the control of all Asbestos related activity including ownership of the Master Asbestos Register
* Acting as the Duty Holder, lead and provide advice to Site Facilities Managers on all Legionella prevention activities
* Provide H&S advice during planning and execution of Capital Projects
* Audit and review Contractor RAMS and ensure compliance with MAT Policies and H&S law
* Ownership, development and maintenance of the H&S database and documents.
* Play an active role in any internal meetings to drive a positive health and safety culture.
* Be available for and assist with any MAT Open days and events, as requested.
* Lead with any precautionary control measures in relation to both COVID-19 or other notifiable occurrences.
* Assist in the preparation of Health and Safety Reports for Trustees and governing bodies, and for insurance purposes as required

**Additional information**

* Undertake any other reasonable duties as directed by the Chief Executive Officer or as required by the Trust
* Full driving licence and access to own vehicle (mileage-based expenses will be paid)
* Promote the Trust’s ethos and values to ‘Create your future’ and encourage high expectations and standards in estates and facilities management

## PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
|  |  | **Assessed by:** |
|  | **Essential/****Desirable** | **Application Form** | **Interview/Task** |
| **EDUCATION AND QUALIFICATIONS** |
| NEBOSH General qualification (or IOSH equivalent) | E | 🗸 |  |
| NEBOSH Diploma/NVQ 6 Diploma | D | 🗸 |  |
| NEBOSH Fire/Environmental/Construction | D | 🗸 |  |
| Membership of the Institute of Occupational Safety and Health (IOSH) | E | 🗸 |  |
| CMI/ILM Management qualifications  | D | 🗸 |  |
| Evidence of Continuing Professional Development (CPD) | E | 🗸 | 🗸 |
| **KNOWLEDGE AND EXPERIENCE** |
| Comprehensive H, S & E experience including FM-related health and safety | E | 🗸 | 🗸 |
| In-depth knowledge and understanding of current H&S legislation and statutory requirements regarding building services, Asbestos, Legionella, etc.  | E | 🗸 | 🗸 |
| Working knowledge of Construction contractor RAMS and SSOW | E | 🗸 | 🗸 |
| Experience of procuring H&S resources and working to defined budgets | E | 🗸 | 🗸 |
| Experience of managing or leading the H&S function in a Multi-Academy Trust or other educational setting | D | 🗸 | 🗸 |
| Experience of monitoring, recording and managing staff H&S compliance | E | 🗸 | 🗸 |
| **ABILITIES AND SKILLS** |
| Excellent written, verbal and inter-personal communication skills | E | 🗸 | 🗸 |
| Demonstrable ability to assess H&S risk and prioritise response across multi-sites as required | E | 🗸 | 🗸 |
| Ability to effectively manage time and workload to meet tight deadlines, and to be proficient in managing multiple activities simultaneously  | E | 🗸 | 🗸 |
| Capable of taking responsibility and working on own initiative | E | 🗸 | 🗸 |
| Skilled in evaluating performance of others, using negotiating skills to find effective solutions  | E | 🗸 |  |
| Strong ICT skills with experience and capacity to operate new systems and software when required | E | 🗸 |  |
| Working knowledge of MS Office suite of applications | E | 🗸 |  |
| Confidence and ability to brief Trust Board or Senior Leadership Teams on H&S topics | E | 🗸 | 🗸 |
| Full driving licence and access to own vehicle | E | 🗸 | 🗸 |
| **PERSONAL QUALITIES AND ATTRIBUTES** |
| Demonstrates honesty, integrity, self-discipline and moral courage  | E | 🗸 | 🗸 |
| Commitment to the Trust’s policies regarding Safeguarding, Equality and Diversity and Health and Safety | E | 🗸 | 🗸 |
| Mentally agile to reflect the changing face of Education and Academy regulations  | E | 🗸 |  |