



## THE THINKING SCHOOLS ACADEMY TRUST

<b>Position:</b>	Health and Safety Officer
<b>Grade:</b>	E
<b>Employed for:</b>	Full time — 37 hours per week
<b>Responsible to:</b>	Head of Estates and Health & Safety

### 1. Purpose

- 1.1. To provide support on trust-wide Health and Safety issues, visits, audits and inspections of academy premises;
- 1.2. To assist the Head of Estates and Health & Safety in administration and the day to day running of the Thinking Facilities team;
- 1.3. To provide remote and face-to-face advice and guidance to academies on their management and application of health and safety legislation and best practice;
- 1.4. To provide advice and guidance on new buildings-related Health and Safety.

### 2. Primary Responsibilities

- 2.1. To provide support to Headteachers and staff with Health & Safety responsibilities to implement local Health and Safety arrangements, policies, procedures, Department for Education requirements and statutory compliance;
- 2.2. To carry out physical inspections of academy premises, auditing against statutory compliance and Trust policy;
- 2.3. To undertake site walks, as required of academy sites;
- 2.4. To conduct reviews as part of the Trust's compliance management and where required, write follow-up reports;
- 2.5. To review compliance paperwork and prepare reports and key recommendations for rectification
- 2.6. To review and assess external Health and Safety reports and fire risk assessments provided by the Trust appointed external compliance company, working with academies to provide solutions and close arising actions;
- 2.7. To work with academies to develop their Health and Safety Management systems in line with the Trust's policy and practice;
- 2.8. To lead on fleet management and administration to ensure Trust vehicles meet statutory requirements. To ensure staff MIDAS training is kept up to date and training providers are identified and managed;

- 2.9. To proactively manage workload, meeting required deadlines and priorities;
- 2.10. To be willing and able to travel to all Trust sites to attend emergency site meetings/visits as deemed necessary, without notice;
- 2.11. To use knowledge and experience of health and safety within schools to problem solve, with an awareness of the wider impact of solutions;
- 2.12. To work with the Head of Estates and Health & Safety and Thinking Facilities Team to ensure academies meet their required levels of statutory compliance. To update the compliance tracker used by the Trust across all schools;
- 2.13. To escalate key risks arising from academy visits, site inspections, reports or external consultants to the Head of Estates and Health & Safety;
- 2.14. To undertake internal audits of academy premises, auditing against academy policies, procedures and statutory guidance. To produce summary reports for follow-up;
- 2.15. To interpret and ensure understanding of Health and Safety legislation keeping up to speed on changing legislation, guidance and best practice;
- 2.16. To provide support and guidance to academies with regards to educational visits, ensuring compliance with associated policies and legislation. To provide administration of the Evolve system for all schools within TSAT;
- 2.17. To undertake internal reviews in academies, working with senior leaders focusing on Health and Safety;
- 2.18. To provide general Health and Safety advice and guidance following consultation with the Head of Estates and Health & Safety;
- 2.19. To work with the Head of Estates and Health & Safety and Thinking Facilities team to prepare templates to assist academies in addressing their key Health and Safety risks, being compliant with Health and Safety obligations;
- 2.20. To attend site visits to newly constructed academies and those still under construction, working with key stakeholders on building-related Health and Safety and Fire Safety issues;
- 2.21. To support the Head of Estates and Health & Safety in the collation of Trust-wide risks for reporting to the Operations Committee.
- 2.22. To complete, as required, risk assessments;
- 2.23. To review risk assessments, to ensure they are suitable and sufficient and provide feedback as required;
- 2.24. To maintain spreadsheets where required;
- 2.25. To contribute to the development of training materials and where required, deliver training to groups of school staff, leaders and new employees.

### **Additional Responsibilities**

- 2.26. To undertake the role in a Trusted, Solution Focused, Approachable, and Timely manner to meet the delivery objectives of the department and wider Academy Trust;
- 2.27. To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place;
- 2.28. Create, maintain and develop positive and effective working relationships both with and between pupils, colleagues, parents and carers, governors, Trust members and other stakeholders;
- 2.29. To fully comply with the Health and Safety at Work Act 1974, the Trust and School's Health and Safety Policy and all locally agreed safe methods of work;

2.30. To fully comply with the General Data Protection Regulations 2018 and the Data Protection Act 2018.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

### 3. Personal Specification

E = Essential / D = Desirable

#### 3.1. Experience / Knowledge

Demonstrable Health and Safety experience within the education sector	E
Demonstrable experience of conducting audits and risk assessments	E
Experience of working with Senior Leaders, Headteachers and staff with key Health and Safety responsibilities	E
Experience working within or for a Multi-Academy Trust, local authority or similar organisation, in a similar role	D

#### 3.2. Skills / Abilities

Excellent verbal and written communication skills	E
Willingness and ability to travel to all Trust sites	E
Willingness to work remotely at any Academy site as required	E
Excellent organisational skills, with a high level of attention to detail	E
Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities	E
Ability to work under pressure and ensure deadlines are met	E
Ability to organise and prioritise workload and work on own initiative	E
Commitment to delivering an excellent level of professional customer service	E
Ability to remain calm and deal with challenging situations in an appropriate manner	E

#### 3.3. Qualifications / Training

Working knowledge and awareness of Health and Safety legislation, policies and procedures	E
IT literate, proficient with MS Office and databases	E
Full, clean UK Driving license	E
NEBOSH General Certificate in Occupational Health and Safety	D

#### 3.4. Additional Attributes

Enthusiasm for and commitment to the achievement of the Trust's overall vision for success at all levels	E
Ability to contribute towards creating a safe and protective environment	E
Willingness to continue professional development	E
Excellent interpersonal skills – establishing relationships and maintaining contacts with people from a variety of backgrounds.	E
Ability to communicate effectively with patience and politeness with all contacts, from students to senior management.	E
Ability to work with and assist, both remotely, and if required in person (through travelling), all academies and partners within The Thinking Schools Academy Trust.	E
Self-motivated, proactive team player.	E
A commitment to maintaining high standards and expectations	E

A commitment to customer service.	E
A commitment to equality and diversity.	E

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at our Central Offices in Portsmouth . However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child

protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

## **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.