**JOB DESCRIPTION**

Job Title: Health & Safety and Facilities Officer

Hours: 35 hours per week (42 Weeks)

Salary: Scale 4 £24,279- £25,614 FTE

Job Purpose: To provide administrative, Facilities, Health & Safety and HR support and record keeping.

Reports to: School Business Manager

Supervises: Premises Staff x 2

We are looking to recruit a Health & Safety and Facilities Officer to our lovely school, set over two adjacent sites. The overall purpose of the post is to ensure a smooth operation of the site by liaising directly between Academy staff, H&S advisor and facilities contractors. To ensure effective response to all Facilities and H&S needs across the school

**Main Duties and Responsibilities:**

|  |  |
| --- | --- |
| **Health & Safety** | * Maintain an awareness of the broad requirements of safety legislation seeking advice from our Academy Trust and its appointed Health & Safety Partner. * In liaison with the Academy Co-Heads and Business Manager ensure the implementation of the Academy Health and Safety Action Plan. * Support staff in the completion of risk assessments, including fire, and manual handling, auditing completion of documentation including the completion of control measures. * Ensure all risk assessments are reviewed on an annual basis. * Review the school’s fire risk assessments together with the SBM and H&S Partner and ensure appropriate control measures are in place including a written fire evacuation procedure; * In conjunction with the SBM complete the safety induction for new staff in line with Academy’s policies. * Support the Business Manager in the reporting, recording and reviewing process for accidents and near misses recorded on our online system. * Ensure the Academy minibus is legally compliant, ensuring MOT and servicing is up to date. Complete routine safety checks and complete weekly reports. * Ensure the health and safety aspects of educational visits are followed in accordance with the Academy policy, including assisting staff in the completion of risk assessments and relevant documentation for educational visits and work related learning. Keep records of all documentation for all visits. * All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. You are also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. * Fire Marshall duties in the case of fire and/or emergency evacuation where applicable; |
| **Facilities** | * Respond to first aid/maintenance calls, taking the necessary action to ensure staff and student safety and respond to any facilities issues as required. * Ensure first aid facilities are available as appropriate and that sufficient staff are trained as first aiders. * Using the Parago premises management system, ensure all work requests to the Facilities Management Team are logged appropriately, monitored to completion and invoices settled in a timely manner. |
| **Generic** | * Participate in weekly safety/facilities walks with the Business Manager to ensure the premises are H&S compliant. * Co-ordinate the rotas of relief lettings staff and operate the appropriate administrative systems for booking lettings and recording client information. * In liaison with finance, ensure that accurate records are kept and that the handling of monies complies with financial regulations * The Academy has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees. * Attend and participate in regular meetings. * Participate in training and other learning activities as required. * Demonstrate an active commitment to professional development. * To comply with the academy policies and procedures at all times; * Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation and as part of the wider admin team. |
| **Safeguarding & Data Protection** | * Maintain the school’s Single Central Register and initiate any renewals as necessary. * Respect confidential issues linked to home/students/teacher/academy work following the Trust’s Data Protection and Freedom of Information Policy; * To comply with the academy’s Child Safeguarding Procedures, including regular liaison with the academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns; * Deal with any immediate problems or emergencies according to the academy’s policies and procedures; * Maintain staff absence and training records and any other HR administrative tasks allocated by the SBM. |
|  |  |

**Person Specification:**

|  |  |
| --- | --- |
| * Minimum of 5 GCSEs at grade C or above, or equivalent qualification as a minimum. * Willingness and ability to obtain and/or enhance qualifications and training and development in the post * Experience of working in facilities and or Health & Safety * Experience of completing risk assessments and the planning of events and activities * Experience of general building and site maintenance * Ability to effectively communicate with a wide range of audiences, verbally and in writing * Proficiency in using ICT packages including Microsoft Office * Good organisation and time management skills * Satisfactory DBS check | **Essential** |
| * Experience of working in a school environment * Ability to undertake basic repairs and maintenance * Ability to drive minibus or be prepared to take minibus training. * Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues * Understanding of academy child safeguarding procedures | **Desirable** |