



Job Description Health & Safety Officer 1 year Fixed Term

Reports to: Estates & Facilities Manager

Location: West Heath School, Sevenoaks, TN13 1SR

Hours: 37.5 Hrs per week, 52 Weeks per year

Direct Reports: N/A

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

- To review all Health & Safety aspects within the school and ensure updated in line with guidelines and legislation.
- The Health and Safety Advisor will provide expert advice and support to staff, helping maintain a safe environment for pupils, staff, and visitors

Main Duties and Responsibilities

Health & Safety

- Develop, review and update the school's health and safety policies and risk assessments in line with current legislation
- Advise the Headteacher and senior leadership team on all health and safety matters, ensuring statutory compliance
- Conduct regular health and safety inspections and audits throughout the school premises
- Lead on accident investigations, ensuring incidents are reported, recorded, and followed up appropriately
- Coordinate and deliver health and safety training and induction for staff, including first aid, fire safety, and manual handling
- Monitor and evaluate the effectiveness of health and safety procedures and propose improvements where necessary

- Liaise with external agencies, including the Health and Safety Executive, local authorities, and contractors
- Ensure all fire safety equipment, alarms, and evacuation procedures are maintained, tested, and practiced regularly
- Maintain accurate records and documentation relating to health and safety matters
- Support the school's ethos and commitment to safeguarding and promoting the welfare of children

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Health & Safety Advisor

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

| Requirement | Essential | Desirable |
|-------------------------|---|---|
| 1. Qualifications | <ul style="list-style-type: none"> GCSE Maths & English A-C- or equivalent. NEBOSH or equivalent. Evidence of CPD in H&S | |
| 2. Experience | <ul style="list-style-type: none"> Comprehensive H&S experience. Successfully developing and executing safety improvement policies & plans including implementation. Risk assessment and management. Experience complying with relevant Information, Privacy and Data Security policies. | <ul style="list-style-type: none"> Working in a school environment. On-line payment systems. |
| 3. Knowledge and skills | <ul style="list-style-type: none"> All aspects of H&S Good knowledge of all current Health and Safety regulations. A high level of IT skills, including Microsoft word, Excel, PowerPoint and Outlook. | <ul style="list-style-type: none"> Knowledge of CDM requirements First Aid at Work Certificate. |
| 4. Competence | <ul style="list-style-type: none"> Ability to identify, assess and manage risks effectively Ability to positively influence safety culture in the work environment. Ability to lead improvements. Ability to work as part of a team. Ability to use initiative and work independently. Proven job reliability, dedication and attention to detail. Able to work well in a busy and demanding school environment. | |
| 5. Personal Qualities | <ul style="list-style-type: none"> Good organisation skills. High attention to detail and proactive approach. Excellent communication skills. Excellent time management self-motivated high levels of integrity, confidentiality and professionalism Commitment to equality and the creation of a safe, inclusive environment. | <ul style="list-style-type: none"> Flexible |
| 6. Other | <ul style="list-style-type: none"> Personal development - a strong interest in and commitment to continuous personal learning and development. Enhanced DBS (school will apply for) Commitment to Safeguarding | <ul style="list-style-type: none"> Full Driving Licence |

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.