

## **JOB DESCRIPTION**

### **HEALTH & SAFETY COORDINATOR**

FULL TIME (37 HOURS PER WEEK)  
ALL YEAR ROUND

**Job Title:** Health & Safety Coordinator

**Reporting To:** Trust Head of Estates

**Salary / Grade:** Academy Range 8

#### **Role Purpose:**

- Implementation and maintenance of a new computer assisted facilities management system
- Policy implementation, monitoring and inspecting, risk assessment, accident investigation and training delivery (for the team)
- Develop, foster and promote a positive Health & Safety culture across the entire Estate to prevent accidents, injuries and health problems.
- Supporting the Head of Estates in the effective and efficient management of all aspects of Health and Safety and Fire Matters across all Turner Schools
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

#### **Responsibilities:**

- Implementation and maintenance of a new computer assisted facilities management system.
- Responsible for creating new and reviewing the Trust's Risk Assessments.
- Monitor and implement Health & Safety compliance across all Turner Schools.
- Work with senior management to ensure all members of the community are carrying out their health & safety responsibilities.
- Working alongside other key stakeholders in the Estates Team ensuring that all risk assessments, statutory compliance and timed inspections are carried out.
- Work with the Head of Estates to ensure that the Trust has a robust and compliant approach to all health & safety matters with safe systems of work and processes in place.
- Ensure safety policies are adhered to through regular audit, inspection and monitoring
- Provide advice and support to all in relation to health & safety matters.
- Maintain all statutory records as required and ensure timely updates are implemented and regularly reviewed.
- Liaise with external contractors.
- Maintain records of hazardous materials including the upkeep of the COSHH Register.
- Maintain the Asbestos Register ensuring timely inspections.
- Sit on the Health & Safety Committee.
- Keep up to date with new legislation and maintain a working knowledge of HSE updates to key compliance.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

**Qualification/Experience Criteria:**

- IOSH qualification preferable
- Experience of implementing/maintaining a CAFM system preferable
- Experience of working in a school environment desirable though not essential

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance development process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....