



Health and Safety Compliance Manager

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: KR7

Full Time, Permanent Post



Weald of Kent
Grammar School

About Us
The Team
The Post
About You
The Package
The Application Process



About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The Facilities Team forms part of the broader support function within the School. Its purpose is to provide a professional, efficient and cost effective facilities management service, across two sites, which underpins and supports student learning and well-being and seeks to provide a safe environment which is conducive to learning. The team is made up of two Facilities Assistants, one Housekeeper, one Facility Manager and this Health and Safety Compliance Manager.

The Post

Job Title:	Health and Safety Compliance Manager	Reports to:	Operations Manager
Team:	Facilities	Start date:	ASAP
Grade:	Kent Range 7	Hours:	37 hours per week Hours to be discussed at interview

Purpose

By delivering health and safety compliance across our campuses, you will be monitoring activity, to ensure the school meets safeguarding and health & safety statutory obligations, whilst following best practice. Keeping children, staff and visitors safe and protected from harm, as well as looking at the campus physical safety. You will work closely with our facilities team and contractors, to ensure all projects and tasks are conducted safely. You will carry out risk assessments, training, inspections and audits, accident investigations as well as supporting with first aid and fire safety.

Operational responsibilities

- Ensuring the school meets health and safety standards.
- Keeping children, staff and visitors safe whilst on the premises.
- Undertake weekly, monthly and annual compliance checks.
- Ensure site and staff safety when conducting tasks.
- Support first aiders/ administer first aid.
- Ensuring correct protective equipment is used by staff and worn when needed.
- Ensuring fire safety procedures are adhered to and reviewed regularly.
- Responding to any health and safety queries.

Specific responsibilities

- Ensure that the grounds are clean, free of hazards and maintained as required.
- Monitor the safety of the site throughout the term and during school holidays on a daily basis.
- Minimise the risk of injury and possible harm.
- Ensuring our facilities team adhere to health and safety statutory obligations when carrying out work.
- Arrange for the maintenance and storage of materials, equipment, chemicals and other hazards, and implement appropriate control systems for all stock items to facilitate the efficient operation of Health and Safety Compliance Manager, to ensure nothing is left unattended or unaccounted for.

- Manage all related health and safety matters.
- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance across campus’.
- Maintain accurate and updated health and safety compliance records.
- Ensure that risk assessments are up to date and implement any action plans to rectify concerns identified.
- Maintain accurate records of servicing, maintenance and inspection.
- Ensure that staff whom you work closely with have sufficient training and information for their roles and maintain records.
- Design and deliver staff training on health and safety and related issues

About You (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 2 or equivalent or relevant experience	✓	
Relevant Health & Safety qualifications and/or willingness to undergo training as required		✓
First Aid qualification (or willing to undertake training)		✓
Experience		
Building maintenance (ideally within an educational setting) min 5 years	✓	
Managing a team and supervising contractors	✓	
IT packages including Building and H&S Management Systems	✓	
Management and procurement of service and maintenance contracts	✓	
Budget management and project management skills	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Able to manage and provide clear direction to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational, decision making and management skills	✓	
Understanding of health and safety requirements for a large organisation and ability to recognise and take action to avoid potential risks under H&S legislation and Fire Regulations	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Practical skills: painting, decorating, joinery, plumbing and basic electrical and mechanical	✓	
Ability to recognise problems and potential problems with buildings both internally and externally	✓	
Personal Attributes		
Ability to manage, inspire, challenge and motivate a team	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal and negotiating skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	

A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 7: £23,033 - £26,075 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: 1st November 2021, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

