

## Corbets Tey School

### Job Profile

Job title:	Health & Safety Manager
Hours:	52 weeks per year, 36hrs per week
Grade and Pay:	PO6, Point 40 - £54,267 plus SEN allowance £1,539
Reports to:	Deputy Head Teacher with H&S responsibility
Staff managed (if any):	Site Manager, Site administrator

#### Job purpose and context

The Health and Safety Manager needs to have integrity, vigilance, common sense and an enquiring mind to help us keep our special community safe. We are looking for someone committed to continuous improvement with a passion for developing efficient and effective systems to ensure the highest quality compliance to all health and safety legislation.

The Health & Safety Manager is a member of the leadership team, responsible for the strategic and operational leadership of health, safety, wellbeing and statutory compliance across a Special Educational Needs (SEN) school operating over three sites.

The role requires strategic leadership and expertise in helping us manage the enhanced risks associated with our students with complex physical, medical, behavioral and emotional needs, ensuring that health and safety arrangements actively support safeguarding, inclusion and high-quality education. Ensuring and monitoring that dynamic risk assessments are embedded in daily practice, reasonable adjustments are implemented for students and staff and risk management supports dignity, independence and inclusion.

The post holder acts as the school's competent person for health and safety under UK legislation, ensuring our compliance and leading a small Health & Safety team, working closely with other senior leaders, site managers, external professionals and staff to ensure safe, consistent and enabling environments.

The post holder will need to have some flexibility around the hours they work due to some evening Governor meetings and other exceptional circumstances.

#### Roles and responsibilities

1. Health and Safety leadership across three diverse but geographically close SEN school sites
2. Develop, implement and maintain a robust and systematic Health & Safety Strategy and culture across three sites.
3. Ensure continuous improvement
4. Responsibility for the day to day safety of staff, students, visitors, contractors and volunteers
5. Ensure consistency and compliance of standards, policies and procedures while addressing site-specific risks.
6. Act as the school's principal advisor on health, safety and physical wellbeing matters.

7. Inform SLT and Governors on risk, compliance, assurance and improvement priorities through comprehensive reporting and attendance at Governing Board meetings.
8. Ensure health & safety arrangements actively support:
  - Safeguarding
  - Inclusion and reasonable adjustments
  - Positive behaviour support
  - Safe access to education and therapy
9. Lead, manage and develop a small health & safety team supporting all sites, setting objectives, conducting supervision and reviewing performance.
10. Identify, facilitate and provide professional guidance and training to staff at all levels in collaboration with other professionals linked to the school.
11. Oversee, quality-assure and continuously improve risk management processes, including:
  - Individual student behaviour, medical and environmental risk assessments
  - Behaviour support, positive handling training and risk assessments
  - Manual handling and moving & handling of students
  - Managing medical needs, care plans and emergency healthcare arrangements
  - Specialist equipment
  - Onsite people, places, facilities and activities
  - Off-site activities, transport and educational visits

### **Statutory Compliance & Assurance**

12. Ensure compliance across all sites with relevant legislation, including:
  - Health and Safety at Work etc. Act 1974
  - Management of Health & Safety at Work Regulations
  - Regulatory Reform (Fire Safety) Order
  - Coshh, Manual Handling, First Aid and DSE Regulations
13. Oversee statutory inspections and certification across all sites, including:
  - Fire risk assessments, evacuation and lockdown planning
  - Gas and electrical safety
  - Water hygiene (Legionella)
  - Asbestos management
  - Lifting equipment and specialist aids
14. Ensure all sites are inspection-ready for Local Authority scrutiny and Ofsted

### **Incident, Emergency & Business Continuity Management**

15. Lead investigation of accidents, incidents and near misses across all sites.
16. Ensure timely RIDDOR reporting where required.
17. Analyse incident trends across sites and implement preventative actions.
18. Coordinate emergency planning, business continuity and critical incident response.
19. Support site leaders during serious incidents and safeguarding linked events.

## **Training, Competence & Awareness**

20. Develop and oversee a school wide health & safety training programme.
21. Delivery of site specific training where appropriate
22. Support staff competence and confidence through identification and coordination of training in:
  - Administration of Medication
  - Administration procedures for Emergency Medication
  - Safety Intervention training - CPI
  - Manual handling of students
  - Medical emergency response
  - First Aid
23. Maintain training records and compliance dashboards across all sites.

## **Contractor, Premises & Estates Safety**

24. Manage lettings of school premises, ensuring procedures are robust and that safety and safeguarding is prioritised.
25. Oversee contractor health & safety management procedures across all sites.
26. Oversee the rigor of permit-to-work and contractor induction systems.
27. Ensure construction, maintenance and refurbishment works are safely managed.
28. Work in partnership with the Site Manager for on-site supervision of contractors including holiday periods
29. Support the swimming pool management team with robust policies and procedures

## **Notes:**

1. The Governing Board expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

## Health and Safety Manager - Person Specification

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to allocate workload and prioritise risk-critical activity across locations.	✓		Application & interview
Strong leadership, influencing and stakeholder-management skills	✓		Application & interview
Ability to work effectively with Governors, regulators and external agencies	✓		Interview
Strong analytical, reporting and audit skills	✓		Interview
Calm, professional approach in high-risk or emotionally complex environments	✓		Application & interview
Willingness to learn about our students, support them directly when needed and embrace the special nature of our community	✓		Interview
<b>Knowledge</b>			
Strong working knowledge of UK health & safety legislation	✓		Application & interview
Professional understanding of health, safety and security issues in schools	✓		Interview
An understanding of school systems, procedures and policies		✓	Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
<b>Experience and qualifications</b>			
Significant experience managing health & safety in large people based settings	✓		Application & interview
Evidence of high level H&S competence and a successful track record of compliance	✓		Application & interview
Successful experience in managing teams	✓		Application & interview
SEN-specific experience and training (e.g. positive behaviour support, safeguarding, moving & handling)		✓	Application & interview
NEBOSH National General Certificate		✓	Application & interview
A Level 6 related qualification or the willingness to train to this level	✓		Application & interview
Degree in Health & Safety, Environmental Health or related discipline		✓	Application & interview
Leadership or management qualification (ILM or equivalent)		✓	Application & interview
IOSH Membership		✓	Application & interview
Current UK driving licence and willingness to drive	✓		Application
Enhanced DBS clearance	✓		Application & interview
Right to work in the UK	✓		Application

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.