
JOB DESCRIPTION

Job Title: Health and Safety Advisor
School: The GORSE Academies Trust
Pay Scale: SO2 SCP 26-28 AYR (£30,451- £32,234)
Responsible to: Director of Health and Safety

Responsibilities:

To assist in the development, monitoring and improvement of all aspects of Health and Safety, ensuring statutory compliance is achieved. To act as a Health and Safety and Fire Safety advisor to academies, preparing and delivering formal reports to Principals and Governing Bodies.

Role:

To assist in strategic development of all aspects of health and safety, implementation of policy and provision of a compliance assessment system.

Main Duties:

- To assist the Director of Health and Safety and:
- To assist in the development and implementation of policies.
- To assist in the development of safety plans and standard emergency operating procedures.
- To be a member of the Trust Health and Safety committee, attend termly meetings including the preparation of agendas.
- To be an advising member of the Academies Health and Safety committees
- To undertake a programme of audits and work place inspections.
- To organise and manage Trust wide compliance management system
- To review and advise individual academies on improvements to their health and safety systems.
- To produce termly Health and Safety newsletters
- To review and analysis statistics to identify trends
- To co-ordinate and arrange Health and Safety related training across the Trust.
- To develop and maintain Health and Safety training records
- Complete accident and incident investigations as required providing advice to management on the causation and remedial action to prevent recurrence.

Developing Professional And Constructive Relationships:

- Work as a member of a small team and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Promote the Trust vision and values and an ethos in which the highest achievements are expected from all members of the Trust community.
- Establish and develop effective team working practices.
- Be able to prioritise, be efficient and meet deadlines.

Professional Skills

- Promote and model professional standards for both staff and pupils at all times.

- Provide colleagues, and stakeholders with timely and accurate information.
- Support staff to establish a purposeful and safe environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that pupils feel secure and sufficiently confident to make an active contribution to learning and to the Academy.

Strategic Direction And Development

- Support the Executive Principal in the communication of the vision, effective management and operational efficiency to fulfil the ethos of the Trust.
- Lead on key specific areas of responsibility that ensure the improvement and development of health and safety ethos across the Trust.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards in their professional role.
- Drive up expectations and promote a health and safety culture.
- To carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.