

Role Profile

Role Title:	Health & Safety Assistant <i>(Temporary, Fixed term contract approximately 6 months duration)</i>
Location:	The Leys School
Responsible for:	n/a
Responsible to:	Health, Safety & Security Manager

Main Purpose of the role

- To assist the Health & Safety Manager in all operational and audit aspects of the Health, Safety and Security of School premises

Key Tasks

Health & Safety Risk Assessments

- Review all existing risk assessments (all areas) and update as required;
- Complete detailed risk assessments in specific areas (in line with recent audit)
- Collate information and populate a COSHH central register for the school

Other

- Conduct other safety checks as detailed by the Health, Safety and Security Manager
- Assist with any Health & Safety, Fire and Security related issues as required
- Undertake general housekeeping tasks related to security and safety
- Assist with accident, incident or near miss reporting and investigation
- Deal with visitors, staff, contractors, and if necessary the emergency services
- Assist with fire evacuation procedures, if necessary

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Health, Safety & Security Manager, Facilities Manager, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.

<ul style="list-style-type: none"> To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
Signature: Date:

Person Specification

Health & Safety Assistant

	Essential	Desirable
Qualifications/Education/ Specialist skills	Good standard of education A basic Fire, H&S or Security qualification or proven experience Excellent IT skills, including MS Word, Outlook and Excel	HSE First Aid at Work NEBOSH/IOSH Qualification
Experience, Knowledge and Skills	Minimum 3 years experience working within a Safety, Security of Fire Safety environment Able to communicate information in a polite manner Knowledge of fire evacuation procedures	Fire Warden/Fire Marshall training Knowledge and experience of accident/incident/near miss reporting and investigation Knowledge and experience of working with COSHH
Interpersonal Skills	Comfortable working indoors and outdoors Confident, calm, reliable, honest and with integrity Happy to work unsupervised	
Other		