

<b>Role Title:</b>	<b>Health &amp; Safety Assistant (Temporary)</b>
<b>Location:</b>	<b>The Leys School</b>
<b>Responsible to:</b>	<b>Health and Safety &amp; Security Manager</b>
<b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Main purpose of the role</b> <b>The role</b> <ul style="list-style-type: none"> <li>To assist the Health &amp; Safety Manager in all operational and audit aspects of the Health, Safety of School premises</li> <li>To communicate Health &amp; Safety information to employees</li> <li>To work with departments to promote and identify safe working practices</li> </ul>	
<b>Main duties and responsibilities</b> <b>Health &amp; Safety Risk Assessments</b> <ul style="list-style-type: none"> <li>Review existing risk assessments (all areas) and ensure risk assessments &amp; COSHH assessments for all operations and activities are in place</li> <li>Ensure effective risk control measures are implanted where appropriate</li> <li>Complete detailed risk assessments in specific areas to identify potential hazards and ensure compliance</li> <li>Collate information and populate a COSHH central register for the school.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>Conduct other safety checks as detailed by the Health, Safety and Security Manager.</li> <li>Assist with any Health &amp; Safety, Fire and Security related issues as required.</li> <li>Ensure general administration of the Health &amp; Safety department is carried out in an accurate and timely manner</li> <li>Assist with accident, incident or near miss reporting and investigation.</li> <li>Deal with visitors, staff, contractors, and if necessary, the emergency services.</li> <li>Assist with fire evacuation procedures, if necessary.</li> </ul>	
<b>Safeguarding responsibilities</b> <ul style="list-style-type: none"> <li>To have read the School's Child Protection Policy and updates to this policy as required by the School.</li> <li>To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.</li> </ul>	

- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **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 HeadBursar, or other senior member of SMT as appropriate.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

## Person Specification

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Person Specification	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• A basic Fire, H&amp;S or Security qualification or proven experience</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH/IOSH Qualification</li> <li>• Fire Warden/Fire Marshall training</li> <li>• HSE First Aid at Work</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3-years within a H&amp;S environment with specific Fire Safety experience</li> <li>• Comfortable working indoors and outdoors</li> <li>• Knowledge and experience of creating and reviewing Risk Assessments &amp; CoSHH Assessments please.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of accident/incident/near miss reporting and investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to communicate information in a professional manner</li> <li>• Confident calm, reliable, honest</li> <li>• Able to work proactively and unsupervised</li> <li>• Resilient, responsible and detail orientated</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including MS Office (Word, Outlook and Excel)</li> <li>• Knowledge of fire evacuation procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working with COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

