

JOB DESCRIPTION

POST TITLE	:	Health and Safety Coordinator
SCALE	:	Support scale 30
SALARY	:	Up to £30,265
RESPONSIBLE TO	:	Facilities and Health & Safety Manager
CLOSING DATE	:	Tuesday 21 January 2025
INTERVIEW DATE	:	Wednesday 29 January 2025

Main Purpose of the Post

To provide health and safety co-ordination for the College. Supporting the College by ensuring the safety arrangements are monitored, audited and effective. Operating in a flexible manner to deliver, promote and support safety within quality learning environments.

Responsibilities

- 1 To support the College's Health and Safety service. Providing technical assistance and co-ordination to help the College meet its requirements under current health and safety legislation, codes of practice and sector/industry best practice.
- 2 To maintain accurate timely records to fulfil the needs of current legislation and the College data requirements.
- 3 Ensure compliance with specific recording and record keeping in relation to statutory and regulatory requirements. Using college systems such as Accident, Incident & Near Miss reporting.
- 4 To assist with the development, implementation, monitoring and auditing of health and safety procedures and policies across the College. Tracking any improvement action plans. Ensuring regular timely inspections and audits are carried out. Conduct internal inspections.
- 5 Conduct divisional/department inspections including areas such as teaching spaces, workshops, offices and communal areas.
- 6 Supporting teaching divisions to carry out student risk assessments and PEEP's.
- 7 To pro-actively promote health and safety ensuring a positive safety culture across the College and working across all divisions/departments to share and embed best practice.
- 8 To ensure a pro-active personal engagement with professional development programmes to keep up to date with changes in working practices.

- 9 Supporting a broad range of staff across the College to deliver health and safety action improvements. This could include procuring suppliers, arranging improvement works and updating action plans. This may include supporting the delivery of other College action plans, as directed by the Facilities Manager
- 10 Recording lessons learned following incidents and engaging with staff across the College to effectively implement the improvement actions.
- 11 Co-ordinate first aid provision across the College.
- 12 When required conduct off-site assessments of workplaces or work areas being used for student visits and placements.
- 13 Produce health and safety management reports for use across the College, including SMT, Governors & Committee meetings.
- 14 Co-ordinate health and safety training across the College. When necessary, working with external partners to deliver training. Producing post-training evaluation metrics.
- 15 Supporting the administration of the permit to work and contractor management systems across the College.
- 16 Arranging planned preventative maintenance for safety related assets as directed by the Facilities Manager.
- 17 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 18 To undertake invigilation duties from time to time.
- 19 To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. Core hours are as follows:

Monday – Thursday 8:40am – 5:00pm
Friday 8:40am – 4:35 pm
(One hour lunch break each day)

PERSON SPECIFICATION

POST: Health and Safety Co-ordinator

DIVISION: Facilities

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education including a qualification including Maths and English	E	Application form
2	A Health & Safety qualification	D	Application form
3	Be willing to work towards NEBOSH Certificate within a specified timescale	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	A knowledge of the principles of health and safety legislation	E	Application form/Interview
2	Excellent literacy and oral communication skills	E	Application form/Interview
3	Excellent IT and numeracy skills	E	Application form/Interview
4	Excellent organisation and planning skills	E	Application form/Interview
5	Ability to effectively present data	E	Application form/Interview
6	Awareness of Safeguarding Legislation	D	Application form/Interview
<u>EXPERIENCE</u>			
1	Experience of working within a similar technical support role	E	Application form/Interview
2	Experience of managing compliance records and managing reporting metrics	E	Application form/Interview
3	Experience of working within Education	D	Application form/Interview
4	Experience of Microsoft Office applications	E	Application form/interview
5	Experience of site inspections and report writing	D	Application form/interview



PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to supporting all colleagues across the College	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role and, for further education in building and changing lives	E	Application form/Interview
6	Driving licence and access to a vehicle with Appropriate insurance cover for Business Use (Some travel may be required)	E	Application form/Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*