

HAYDON SCHOOL
JOB DESCRIPTION – HEALTH, SAFETY AND SUSTAINABILITY
OFFICER
(APPRENTICE)

Post Title	Health, Safety and Sustainability Officer (Apprentice)
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	Director of Finance and Operations
Job Purpose:	<ul style="list-style-type: none"> To ensure the implementation of health, safety and sustainability arrangements and procedures. To develop and implement health, safety and sustainability arrangements and policies in line with legal requirements. To establish and maintain accurate monitoring and recording systems and produce reports as required. To undertake HS&S audits, accident investigations, risk assessments and other investigations as required. To produce reports and action plans and ensure these are completed within deadlines. To liaise with outside agencies as required.
Liaising with:	Internal and external stakeholders
Working time:	37 hours per week / 52 weeks per year
Salary/Grade:	FTE £17,446
Disclosure level:	Enhanced
MAIN DUTIES:	
Responsibilities	<ul style="list-style-type: none"> Ensure the school meets its legal obligations in regards to Health, Safety and Sustainability (HS&S) Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Ensure Haydon School meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting. Undertake accident and incident investigations, recommend remedial action and track the actions through to completion as appropriate. Complete HS&S inspections, audits, risk assessments and advise on actions and track completion. Implement and manage projects in respect to HS&S. Ensure the completion and regular review of risk assessments for all work equipment and operations. Oversee H&S matters in connection with all student trips / excursions / extra-curricular activities and Duke of Edinburgh activities. Ensure that all accidents are documented, investigated and recommended improvements implemented. Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities. Co-ordinate the development of health & safety policies, systems of work and procedures. Establish a structured programme of health & safety training throughout the school. Ensure full and accurate health and safety and training records are maintained.

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	<ul style="list-style-type: none"> • Establish a full programme of documented health & safety inspections, audits and checks. • Liaise with external health & safety consultants in the provision of training programmes and health and safety services. • Take part in the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines. • Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business. • Provide regular reports on relevant health and safety activities and operational activities. • Undertake routine inspections of the site and inspect equipment and machinery to observe possible unsafe conditions and schedule routine maintenance for plant and equipment across the site • Track building upkeep as well as anticipated long and short term improvements and maintenance • Carry out all administration associated with the role varying from processing orders, upkeep of maintenance schedules, update and record keeping of all documentation, maintenance of school minibuses to asset registers across the site • To take all reasonable steps to minimise loss or damage to the property of the school, its employees or the other users of the site and protect the overall security of the site. • Any other reasonable duties which may be required by management from time to time.
General	<ul style="list-style-type: none"> • To contribute to the overall ethos/work/aims of the school. • To communicate effectively with professionalism and respect, forming excellent working relationships with students, staff, Governors, visitors and contractors. • To understand and actively promote all school policies and procedures. • To commit to safeguarding and promoting the welfare of children and young people. • To take responsibility for your own professional development by actively seeking formal and informal learning opportunities and by actively engaging in the school CPD programme and appraisal process. • To recognise own strengths and areas of expertise and use these to support and develop others. • To take responsibility for your own physical and emotional health, so that you attend school regularly. • To attend and participate in meetings as required. • To treat all users of the school with courtesy and consideration. • To be aware of the school's place in the local community and work closely with neighbours to ensure a positive impact on the local area. • To present a positive personal image, complying with the dress code and contributing to a welcoming environment which supports equal opportunities for all. • To promote and ensure the health and safety of students, staff and visitors at all times.
Staff Development	<ul style="list-style-type: none"> • Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review school policies and procedure
Communications	<ul style="list-style-type: none"> • To communicate with both internal and external stakeholders to perform the role as defined
Additional Duties	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students, staff and governors to follow this example</p> <p>To perform one daily duty of supervising students across the school site.</p>

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	To act as first aider and fire warden.
<p>You are to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Headteacher and Chair of Governors consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none">• To promote actively the school's corporate policies• To continue personal development as agreed• To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>To promote a safe environment for students, Haydon School employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.</p>	

DATE: MARCH 2024