

JOB DESCRIPTION

Post title	Health & Safety Officer
Salary	SR2 (12 – 17)
Responsible to	CFO/ Business Manager
Responsible for	Supporting Health and Safety & Estates Management
Working hours	37 hours per week/ 39weeks per year
Role purpose	To support the effective management of estates, health and safety and building compliance across the school. The postholder will work closely with the CFO and Finance Officer to ensure that the school estates are safe, well-maintained and fully compliant with statutory requirements.
Relevant qualifications	NEBOSH General Certificate / IOSH Managing Safely

The postholder must, at all times, carry out their duties and responsibilities within the spirit of Luminara Education Trust and academy policies and procedures and within the legislative framework applicable to academies.

Role Summary

To support the effective management of estates, health & safety, and building compliance across the School. The post holder will work closely with the CFO to ensure that the school estate is safe, well-maintained, and fully compliant with statutory requirements. During school holiday periods, the post holder may be required from time to time to provide operational support for site projects.

All duties and responsibilities are carried out in support of the Operational Team, working under the direction of the CFO. The Operational Team consists of Finance Officers, IT Manager and HR Officer who work in close partnership with Third Party Facilities Management teams and Senior Leadership Teams.

Key Responsibilities

Health & Safety Management

- Take ownership of Health & Safety across the school on behalf of the CFO/ Business Manager
- Implement Luminara Health & Safety policies/approved Codes of Practice across the site
- Lead on day-to-day health and safety across the site, ensuring full compliance with relevant legislation (e.g. HASAWA 1974, Management of H&S at Work Regs, COSHH, PUWER, Fire Safety legislation).

- Develop, review and implement H&S policies, procedures, risk assessments and safe systems of work.
- Conduct regular site inspections, audits and compliance checks; prepare reports and action plans.
- Monitor accident/incident reporting, investigate significant incidents and support the implementation of corrective actions.
- Clerk Health & Safety Committee Meetings with Union representatives.
- Coordinate statutory H&S training for staff, including induction, fire safety, manual handling and first aid.
- Conduct proactive Health & Safety audits at each site and document findings for review with the CFO/Business Manager.
- Undertake DSE assessments across the Trust and support risk assessments for staff.
- Support the CFO as a contact for external auditors, inspectors and enforcement officers (HSE, Fire Service, Insurers).
- Draft formal reports and deliver to a range of audiences. Complete all related documents to a timescale.

Building Compliance & Estates Support

- Support the CFO in maintaining statutory compliance (e.g. asbestos management, fire safety, legionella, electrical testing, gas safety).
- Update and maintain compliance systems, logs and evidence files in partnership with Third party facilities management company.
- Assist with planning, monitoring and reviewing planned preventive maintenance (PPM) programmes for red lined areas.
- Conduct condition checks, report defects and assist with prioritisation of remedial works.
- Work with the Finance & Estates Officer to ensure contractor RAMS, insurances and competencies are checked and recorded.
- Support the monitoring of reactive works and help maintain effective communication with facilities teams and external suppliers for redlined areas.

Knowledge, Skills and Experience Required

- Experience in health & safety management within an estates, facilities or educational environment.
- Knowledge of statutory compliance frameworks relating to school premises.
- Experience coordinating contractors and supporting projects.
- Experience conducting inspections, audits and writing reports.
- Strong understanding of H&S legislation and building compliance requirements.
- Excellent communication and interpersonal skills, able to influence at all levels.

- Strong organisational and time-management skills.
- Ability to analyse compliance data, identify risks and propose solutions.
- Practical, hands-on approach with a willingness to support operational tasks.
- Ability to work independently, manage conflicting priorities and meet deadlines.
- Professional, proactive and solution focused.
- Calm under pressure with strong attention to detail.
- Commitment to safeguarding and promoting the welfare of children.
- Full, clean driving licence and willingness to travel between sites.
- Ability to work from home or a base school can be set up.

General

- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Contribute to the smooth and effective running of the cluster on a day-to-day basis.
- Be aware of, and comply with, Luminaras policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Recognise own strengths and expertise and use these to advise and support others.
- To actively participate in continuous professional development and act as a positive role model.
- Work with duty staff to ensure that students accept social responsibility and exhibit high standards of behaviour at times outside of the taught curriculum.
- Contribute to the development of, and adherence to, each academy's policies.
- Support the vision and ethos of each academy.
- Communicate effectively with all members of the team and work collaboratively with other staff.
- Participate fully in the academy's Performance Development process.
- To support at school break times with supervision of students as and when required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.



I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Health & Safety Officer - Person Specification

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable

Assessed by: I = Interview A = Application

QUALIFICATIONS	Criteria	Selection
GCSE Grade C (or equivalent) or above in Maths & English	E	A
NEBOSH General Certificate (or equivalent) / IOSH Managing Safely	E	A
NEBOSH Diploma or working towards	D	A
IWFM Level 3 / 4 or similar FM qualification	D	A
Asbestos Awareness / Duty to Manage	D	A
Legionella Responsible / Competent Person training	D	A
Evidence of ongoing CPD in H&S or estates management	E	A/I
EXPERIENCE		
Experience in health & safety or estates compliance role	E	A/I
Experience in conducting audits, inspections and reports	E	A/I
Experience of supporting or managing contractors	E	A/I
Experience of maintaining compliance logs and systems	E	A/I
Experience with policies, risk assessments	E	A/I
Experience in an educational estates environment	D	A/I
Experience with refurbishment or project coordination	D	A/I
KNOWLEDGE		
Strong understanding of H&S legislation (HASAWA, MHSWR, COSHH, PUWER, Fire Safety)	E	A/I
Understanding of statutory compliance frameworks (asbestos, legionella, fire, gas, electrical)	E	A/I
Knowledge of contractor management and RAMS	D	A/I
Awareness of safeguarding requirements for contractors on school sites	D	A/I
Safeguarding - As a support member of staff, you are required to have an understanding of safeguarding principles. This includes recognising signs of abuse or neglect, knowing how to report concerns, and understanding the importance of maintaining a safe and secure environment for all students. You will receive	E	A/I

training to ensure you are aware of the school's safeguarding policies and procedures.		
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Understanding of school estates structures or Trust FM processes	D	A/I
Knowledge of budget monitoring or cost control	D	A/I
SKILLS & COMPETENCIES		
Ability to conduct inspections and identify risks	E	A/I
Strong written and verbal communication skills	E	A/I
Good organisational and time management skills	E	A/I
Ability to produce clear reports and action plans	E	A/I
Competent IT skills (e.g. Office 365, compliance software)	E	A/I
Ability to influence stakeholders and promote safe working practices	E	A/I
Ability to analyse compliance data	D	A/I
Project planning and scheduling skills	D	A/I
Ability to deliver training to small groups	D	A/I
PERSONAL QUALITIES		
Professional, reliable and proactive	E	A/I
Accurate with high attention to detail	E	A/I
Calm under pressure and able to respond to emergencies	E	A/I
Flexible and willing to support operational tasks	E	A/I
Committed to safeguarding	E	A/I
Ability to work independently across multiple sites	E	A/I
Desire for professional development and progression	D	A/I