



ATHENA
LEARNING TRUST

Health & Safety and Compliance Lead

Applicant Pack

Closing date:

10th December 2024

Interview date:

TBC



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Health & Safety and Compliance Lead
School Base:	Dunheved House
Closing Date:	10/10/2024
Interview Date:	TBC
Vacancy Start Date:	asap
Contract Type:	Permanent
Salary:	£35,393 to £39,443



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The Health & Safety and Compliance Lead will ensure the efficient monitoring of compliance with all relevant policies and procedures. Leading on property and people compliance audits, clearly recording findings, working with key stakeholders to review and agree pro-active and remedial actions are a key part of the role. Accountable for monitoring on-line staff training, the post holder will lead on and give advice around training needs, working with local administrators to arrange and book courses.

What you will be doing

Build Knowledge

- Ensure compliance with relevant health, safety and; welfare at work legislation and communicate relevant changes to the business.
- Accountable for and will lead on maintaining and developing Health and Safety policies and procedures.
- Ensure that key Health and Safety information is communicated to all settings and staff in a timely and effective manner i.e. communication, reports, or attending meetings when required.
- Responsible for your own continuing self-development, undertaking training as appropriate

Build Trust

- Being the primary point of contact and advice for all general Health and Safety enquiries and requests for support.
- Develop and maintain strong, supportive and positive relationships working in
- collaboration with key stakeholders whilst maintaining a thorough knowledge of the business and regulatory environment.
- Work collaboratively with other key stakeholders and department heads/leads in the Trust.
- Liaise with school staff on health and safety and compliance matters.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.

Prioritisation

- Support the Estates Team with fire risk assessments and audits as required.
- Provide support to colleagues with DSE assessments.
- Take the lead with on-line staff training, monitoring and identifying needs as required.
- Manage the H&S budget across all settings, working with the H&S Manager and Financial Director to set annual budgets.
- To undertake other duties appropriate to the grading of the post as required

Clarity and Energy

- Effectively communicate the key findings of audits, investigations and site visits.
- Support all settings and staff in developing an embedded, positive health and safety culture.
- Support all settings and staff as and when required in developing robust risk assessments.
- Lead on accident investigation and near miss reporting, reacting to situations as required.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Continuously seek to improve practices, processes and behaviours that underpin a safe culture.
- Support all settings and staff in developing an embedded, positive health and safety culture.

Follow Up

- Establish, maintain and review a full programme of documented health &S safety inspections, audits and checks.
- Lead on arranging periodic H&S walks across all settings for relevant stakeholders.
- Produce reports for Trustees and Leadership highlighting good practice and recommending pro-active & remedial actions and solutions where necessary.
- Continuously seek to improve practices, processes and behaviours that underpin a safe culture.
- Follow up on action points agreed on the Health & Safety audits and by the Health and Safety Committee within the agreed timescales.
- Support the Health & Safety and Compliance Lead in preparing compliance reports for Principals/Head of Estates/other stakeholders.
- Support with statutory compliance records and remedial works prioritisation across all Trust sites.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- NEBOSH (General Certificate) or IOSH qualified and working towards NEBOSH is essential ,
- as is an up to date COSHH qualification

Experience & Skills

Experience

- Working knowledge of current H&S legislation
- Handling accident investigations
- Experience of working in an educational environment would be desirable
- Safeguarding experience would be desirable
- Basic first aid training & qualification would be desirable

Skills and Abilities:

- Good time management and organisational skills
- Ability to use ICT systems including Google in an efficient manner
- Strong, committed team player with the ability to prioritise and problem-solve under pressure
- Ability to display initiative, confidence and professionalism in all dealings
- Handling of H&S and accident investigations
- Ability to communicate at all levels

Personal Qualities:

- Self-motivated H&S enthusiastic
- Team worker
- Ability to work on own initiative
- Practical approach, able to work to tight deadlines
- Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.