

Health and Safety Compliance Officer



WELCOME

Welcome to Our Lady Immaculate Catholic Academies Trust.

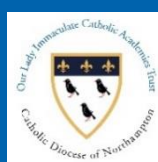
We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust currently consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education within a safe and happy environment.

You would be joining a Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services, Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the Heads and schools to focus on teaching and learning.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Tony Bishop, Strategic Executive Lead



JOB DESCRIPTION

OVERVIEW

Job Title:	H&S Compliance Officer – Part Time/Term Time – 3 days a week
Closing Date:	31 st January 2025 <i>(we reserve the right to close earlier if there are sufficient applications)</i>
Interview Date:	TBC
Start Date:	ASAP
Salary / Scale:	£32,654 - £36,124 (FTE) per annum (pro rata) <i>(actual salary will be pro rata the Full Time Equivalent salary- FTE)</i> Grade I – NJC scale points: 22 - 26
Contract type:	Permanent, Part Time/Term Time <i>(22.5 hours per week; 40 (38 + 2) weeks per year)</i>
Purpose of the Position:	To support the Head of Operations by being the Trust lead on Health & Safety and legal compliance across OLICAT schools ensuring they are legally compliant in regard to Safety, Health and the Environment and that all Health & Safety legislation and regulations are met. The post will also provide administrative support to the Head of Operations liaising both within OLICAT and externally with regulatory bodies and statutory frameworks. The post holder will assist the Head of Operations by developing and monitoring the Trust’s Health and Safety policy including liaising regularly with the Trust’s appointed competent person for Health & Safety.
Key Responsibilities:	The post is responsible for ensuring all OLICAT schools are compliant with all Health and Safety regulations, legal and regulatory compliance requirements as well as internal policies and procedures. The post will develop and manage compliance programs, audit schools’ procedures, identify and manage risk, design internal controls where needed and inform the Head of Operations regarding new developments in Health and Safety legislation. The post will work closely with Head of Operations, Trust Maintenance Manager, Trust Senior Leadership Team, Headteachers and schools to ensure that school Risk Assessments, Preventative Maintenance Register, Handsam Audit Reports and Action Plans are in place and being actioned. This job description may be amended at any time, following consultation between the employee and the Head of Operations and will be reviewed annually with HR.
Responsible to:	Head of Operations
Accountable to:	OLICAT Strategic Executive Lead

CONTEXT

Provide comprehensive centralised Health and Safety and compliance to schools within Our Lady Immaculate Catholic Academies Trust (OLICAT) to ensure that the schools provide to pupils excellent learning environments that are sustainable, safe and well maintained.

Our schools are under the umbrella of one Health and Safety provider who is also the Competent Person for OLICAT, internal procedures are in place. The role will audit OLICAT's H&S procedures and develop and manage the compliance programmes and ensure the processes and maintenance within the schools are being completed to a high standard and meeting legal compliance. The role will advise and support central team staff, Headteachers, Maintenance Manager and school staff to adhere to internal controls and compliance. The role will visit schools to oversee all aspects of compliance and H&S of the sites to ensure that the environment is safe and conducive to learning for children and staff, and a place where parents and the community are welcome. Liaise with the Maintenance Manager to ensure effective management of schools.

This post will support the Head of Operations and the Maintenance Manager in the implementation of new systems and processes to ensure that all statutory Health and Safety standards are met, and in the process of maintaining school premises, best value is achieved.

The role is based in Northampton but there is a requirement to travel to all schools' sites across the Trust.

MAIN DUTIES

1. Main Duties

- Supporting the Head of Operations, lead and ensure schools comply with legislation including but not limited to the Health and Safety at Work Act 1974, Management of Health & Safety At Work Regulations 1999 and Workplace (Health, Safety and Welfare) Regulations.
- Lead, develop and manage the appropriate procedures and processes relating to Safety, Health and the Environment (SHE) ensuring they are all in place in OLICAT schools and up to date.
- Assist the Head of Operations with administrative support including triage of the Trust Operations email inbox allocating and assigning queries appropriately.
- Act as the first point of contact for all queries into the Operations team, liaising closely with Head of Operations and Maintenance Manager to provide responses and time frames.
- Liaise and communicate with external service providers and contractors for Trust-wide contracts, agreements, services and utilities on behalf of the Head of Operations, deferring when appropriate.
- Support the Head of Operations to review and update, in liaison with OLICAT's Competent Person, the Trust's Health and Safety Policy and ensure all schools are aware of and understand their accountability in respect to the policy and its implications.
- Complete regular health and safety audits across all Trust schools.
- Complete regular on-site health and safety walks of school sites producing reports for both the school and Head of Operations liaising with the Trust Maintenance Manager to action any issues identified.
- Advise on appropriate Risk Assessments and develop a repository of templates for schools to access.
- Establish internal controls to support schools managing their Health and Safety.
- Regularly visit schools meeting with Headteachers and Office Managers to review and advise on schools' own internal Health and Safety procedures in accordance with policy.
- Ensure all school risk assessments are in place, monitored and kept up to date.
- Responsible for overseeing the management of the Trusts Health and Safety compliance management system (currently Handsam) ensuring all school staff log and record all required compliance, particularly for RiDDOR - accidents, incidents and near misses.
- Monitor completion of statutory and mandatory H&S training by schools
- Assist with Health and Safety investigations and reports as required.

- Implement changes, processes and procedures to improve Health and Safety efficiency and compliance of premises and facilities.
- Act as the appointed Asbestos Duty Holder for OLICAT schools.
- Provide Termly Health and Safety Reports for Directors plus ad hoc reports when required by SLT.
- Liaise regularly with the Maintenance Manager to work as a team to coordinate the Health & Safety aspects of any work involved in maintaining school sites and buildings.

2. Professional Development

- Keep up to date with all legislative changes and initiatives linked to Health and Safety, asbestos, legionnaires, fire, first aid and other appropriate requirements disseminating information to schools and site staff where appropriate.
- Participate in the Trust's performance management processes.
- Participate in further training and development to improve own professional development and if necessary, obtaining the NEBOSH Diploma.

3. Working with colleagues and other relevant professionals

- Work in close collaboration with the Head of Operations and Maintenance Manager to support the delivery of essential Health and Safety, compliance and premises standards service across the Trust.
- Communicate effectively and professionally with colleagues, Trust Directors, and other external agencies where appropriate.
- Collaborate and work effectively with Trust Senior Leadership Team, Trust Central Team, Headteachers, Teaching and support staff and site staff across the Trust and within each of its schools.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

4. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities
- Be aware of the Trust's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.

5. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Director of Human Resources or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Appropriate Health and Safety Training, NEBOSH , or equivalent		√	App form
Appropriate Health and Safety Training, IOSH, CCEP (Certified Compliance and Ethics Professional)	√		App form
A 'level or equivalent education	√		App form
Evidenced recent professional development in areas of Health and Safety	√		App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Evidence of leading organisations in a health and safety compliance or similar	√		App form interview
Experience of working in educational environment (HE or schools/colleges).		√	App form interview
Experience of liaising with external companies, Heads of Department and Senior Leaders with confidence.	√		App form interview
Experience of communicating effectively to ensure a clear understanding of what is needed and timescales involved.	√		App form interview
Experience of working with a compliance framework		√	App form Interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
High level of working knowledge of Health and Safety related legislation, procedures, and risks.	√		Interview
Excellent understanding of what constitutes a 'safe' site.	√		Interview
Ability to undertake multiple priorities whilst meeting deadlines.	√		Interview

Ability to be flexible with prioritising tasks.	√		Interview
Excellent written and oral communication skills.	√		Interview
High attention to detail and can demonstrate appreciation for accuracy when undertaking complex tasks.	√		Interview
Demonstrate ability to be organised, logical and methodical.	√		Interview
Ability to deliver both administratively and operationally.	√		Interview
Proven ability to embrace new challenges, changing priorities and work outside comfort zone.	√		Interview
A current driving license (ability to travel between sites).	√		App form
Proficient in Microsoft Office and Excel spreadsheets.	√		Interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information.	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Excellent interpersonal skills with ability to communicate with a wide range of audiences.	√		Interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach as well as work with a wider team.	√		Interview
Proven ability to work collaboratively with others.	√		Interview
Proven ability to work flexibly under pressure.	√		Interview
Commitment to maintaining confidentiality at all times.	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information and the candidate pack can be viewed and downloaded from the Trust website: www.olicatschool.org

If you wish to discuss the role in more detail please email Trust HR at TrustHR@olicatschools.org to arrange.

Completed applications to be submitted via the link to the Trust's recruitment portal or emailed directly to TrustHR@olicatschools.org no later than noon on Friday 31st January 2025.

Interviews will be held at the Trust offices, c/o The Good Shepherd Catholic Primary School, Northampton, NN2 7BH; date to be confirmed. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.



For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or visit the OLICAT Trust website: www.olicatschools.org