



# AMBITIONS

Academies Trust

## JOB DESCRIPTION

**NAME:**

**POST:** Health and Safety Compliance Manager

**GRADE:** 7 SCP 23 - 26

**RELATIONSHIPS:**

The post holder is accountable to the Estates Director and Deputy Estates Director in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO).

The post holder will work in partnership with the Estates teams across our Multi-Academy Trust. You will be responsible for supporting the line management of the Estates Administrator. Working collaboratively with the Senior Leadership team (SLT), Estates Director and Site teams you will contribute to the design and implementation of Trust wide Health and Safety Compliance strategies and initiatives driving a culture of continuous improvement in Safety.

**PURPOSE:**

- As the Health and safety compliance manager you will engage with and influence staff and stakeholders to provide Health and safety advice and guidance on a wide range of activities, including but not limited to: Health and safety policy and all associated policies and documents, compliance planning and training, supporting employee safety and wellbeing whilst enabling the business to deliver a practical maintenance/compliance provision to the Trust.
- To be effective within the role you will need to be able to demonstrate extensive and proven experience of resolving Health and safety matters adhering to industry standard best practice whilst operating within Trust policies underpinned by Health and Safety legislation.

## MAIN DUTIES & RESPONSIBILITIES:

- To ensure you are up to date as far as is reasonably practicable on all relevant Health and Safety training/legislation and ensure this is fed back effectively and promptly amongst the Estates team and wider across the Trust making recommendation where required.
- To hold the NEBOSH National general certificate and or above, and to undertake any training commensurate with the role as required.
- To design and development templates and documentation to support the Site Managers in their roles.
- To manage Estates compliance software including the Trust Health and Safety Compliance auditing system (Alcumus and IAuditor) and ensure this is monitored and that compliance is up to date and evidence is uploaded.
- Ensure the completion of the six monthly Alcumus audit has taken place for each academy and work in collaboration with the Site Manager to action the findings of these audits.
- To ensure that remedial actions on the findings of the Alcumus audits are raised via the Site managers and these actions are completed in a timely manner.
- To conduct regular site visits and to manage various audits and inspections, this will include taking the lead on the Trusts six monthly Health and safety audits at all sites.
- To manage the contractor compliance system; validating contractor documentation such as insurances, risk assessments, method statements, professional trade certification etc.
- To use external contractor systems (such as Aquacares Zetasafe system).
- To oversee the collation of data for the purpose of reporting from various systems, working with external partners to ensure compliance.
- To manage the coordination of termly Fire Evacuation Drills including communicating with each site manager/principal, gaining dates/times and booking dates in Director/Deputy Directors' calendars.
- To collaboratively development alongside the SLT and site management the detailed planning and coordination of other drills such as Lock down drills as required.
- To monitor the training for Site Managers/Site staff and coordinate training certification upon completion.
- To work with Site Managers to ensure the National College courses relating to Health and Safety are completed by all Trust estates staff and support their completion.
- To organise Estates team training days in conjunction with the Estates Director and Deputy Director
- Create and implement workplace health and safety plans and procedures
- Evaluate health and safety practice and procedures for risk assessment and following legal guidelines
- Monitor employee conformity to safety laws and policies
- Suggest solutions, improvements and prevention steps for safety issues
- Have oversight of all accidents at Work including RIDDOR reportable across the Trust and where appropriate conduct written internal incident, near miss and accident investigations and make recommendations where required.
- Working with the Estates director to be a first point of contact for external agencies such as the RPA, local fire authority, the DfE and the HSE
- To ensure all elements of the Trust Health and Safety Policy are adhered to, and contribute to the regular reviewing of this document in line with any national H & S guidance

- To support the line management of the Estates Administrator in all matters relating to Health and Safety.
- Ensure all relevant Health and Safety insurance and paperwork is maintained and filed in line with GDPR.
- To attend all Estates Planning Group meetings.
- To manage and support in the CDM Health and Safety requirements of all projects, and conduct site visits to ensure these requirements are being implemented during any scheduled works.

#### **GENERAL:**

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and children to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for managing and insuring compliance with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and explore personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

#### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And  
Stimulating Environment For All Its Pupils Following Keeping Children Safe in  
Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act  
1974  
Outstanding Achievement for All**