



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**HEALTH, SAFETY AND
COMPLIANCE MANAGER**
PERMANENT, PART-TIME
SEPTEMBER 2024



[STEDMUNDS.ORG.UK](https://stedmunds.org.uk)



THE SCHOOL

OVERVIEW

We are a 650 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Our pupils are encouraged to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Health, Safety and Compliance Manager
TYPE OF POST	Part-Time (Permanent) - 22.5 hours per week
START DATE	September 2024
GRADE	FTE Pay Range - £32,969 - £37,706 pro-rata
HOLIDAY	5 weeks

POST & DEPARTMENT

Role	<p>St Edmunds's School Canterbury is an Independent School on a substantial site with multiple buildings and outdoor areas. We are seeking a diligent Health, Safety and Compliance Manager to join our School on a part-time basis. As a key figure in the School, your main role will be to ensure that we not only comply with current health and safety legislation but also adopt best practices to safeguard our site.</p> <p>The Health, Safety and Compliance Manager supports the implementation of the School's Health and Safety policy and acts as a focal point for compliance to ensure policies and procedures are fully up to date and compliant.</p>
Hours of work	To work 22.5 hours per week

THE ROLE

KEY RESPONSIBILITIES

Health, Safety & Welfare

- Advising the School on health and safety matters and the interpretation of relevant legislation; promoting safety awareness and good safety housekeeping practices.
- Seeking to generally improve the record of the School in respect of safety, health and welfare matters.
- Maintaining a health and safety culture across the School.
- Confirming that the statutory inspections and property risk assessments are undertaken within the required timeframes; and acting on the required recommendations included within these reports.
- Investigating accidents, incidents, near misses and dangerous occurrences.
- Reporting of injuries, diseases and dangerous occurrences when they occur.
- Establishing good relationships with the statutory bodies and liaising with them adequately and regularly.
- Maintaining a complete and up to date record of the status of compliance.
- Collating tasks/operational risk assessments from all departments along with preparing a tracker of any actions that need to be addressed by the School as a result of these assessments.
- Carrying out and documenting periodic site inspections of the School to satisfy themselves that the School's compliance related activities are taking place as expected. This is in addition to any independent health and safety audits carried out.
- Providing advice on the development of the health and safety policy and practices and the development of health and safety management systems across the School.
- Monitoring the effectiveness of department health and safety management through regular auditing of these systems.

THE ROLE (CONTINUED)

- Preparing and presenting to the Bursar a termly report on the status of the School health and safety management systems and procedures. The Bursar will utilise this to present to the Development and Estate Committee with regard to the School's compliance with statutory obligations and School policies.
- To attend the termly Health and Safety Committee meetings.
- To work closely with any health and safety consultants that the School may use from time to time.

Compliance

- To act as a focal point for compliance to ensure policies and procedures are fully up to date and identify areas of vulnerability.
- To support the administration of policies on an ongoing basis to ensure policies are in place and up to date, including providing support for ISI inspections as requested by key staff.
- Ensure there is a robust compliance system to ensure amendments are recorded and communicated appropriately.
- Maintain a school wide policy register.
- To provide administrative support for DSARs.
- To manage the AGBIS Compliance checklist and liaising with departments to ensure all compliance work is undertaken in an accurate and timely manner.

PERSON SPECIFICATIONS

	ESSENTIAL	BENEFICIAL
QUALIFICATION	<ul style="list-style-type: none"> A relevant professional qualification, e.g. NEBOSH Diploma. 	
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> Knowledge and a proven track record of delivery of health and safety management systems and the provision of advice. Knowledge of fire and asbestos regulation. Able to plan, prioritise and organise own workload. Extensive knowledge of current H&S legislation and its application 	<ul style="list-style-type: none"> Experience of drafting disaster recovery plans. Understanding and/or previous experience of working in a school environment, particularly the relevance of ISI. Experience of managing occupational health reviews.
PERSONAL QUALITIES	<ul style="list-style-type: none"> A systematic and thorough approach to work, with meticulous attention to details. Excellent interpersonal and diplomacy skills. Effective communication skills. Forward thinking. Ability to think and work quickly, calmly and politely whilst under pressure. A high standard of personal presentation. Discretion and confidentiality. Strong administrative skills Able to work flexibly to meet the requirements of the post including occasional work outside of normal working hours 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Monday 15th July 2024. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

