



Job description for Health & Safety Administrator, SS5

Purpose of the role

To work closely with the Caretaker, Executive Headteacher and Heads of School in the implementation of the Health and Safety administration of the schools.

Key Tasks

1. To visit each school (EH, CP and SMV) on weekly rotation
2. To be the named Health & Safety Coordinator for each school and oversee the Management of Health and Safety for each school (HOS still overseeing leadership of H&S and link with the Administrator weekly)
3. To coordinate the Health & Safety training for all staff as required for their roles (ensure this meeting Health & Safety audit requirements)
4. To develop and oversee the review and evaluation of the Health & Safety, Curriculum and Premises Risk Assessments for each school. Ensure that these are communicated to school staff in weekly Briefing meetings
5. To oversee paperwork for Health & Safety Local Authority Audits- folder for audit at each school
6. To ensure fire drill logs are completed effectively termly and that any ways forward are actioned and communicated.
7. To have weekly meetings to catch up with Site Manager and HOS to liaise about projects/risk assessments etc
8. To oversee Site Manager training needs and ensure all required training up to date – e.g. moving & handling/working at heights etc.
9. To lead on the presentation and agreement of quotes with Heads of School/ ExHt (& Governors as required)
10. To be the named Educational Visits Co-ordinator (EVC)– to sign off risk assessments in liaison with Heads of School

Essential Skills

- Ability to work collaboratively with colleagues across the Pioneer Team
- Excellent ICT, verbal and written communication skills
- Good communication and ability to liaise effectively with staff
- Attention to detail & high expectations and a commitment to health & safety
- Ability to prioritise and have highly effective time management skills

Essential Knowledge

- Knowledge of the statutory Health & Safety guidelines & standards

Essential experience

- Recent experience of managing Health & Safety in schools
- Recent experience of writing risk assessments

Desirable experience and knowledge

- Experience and knowledge of the Pioneer Schools
- To have or willing to have 3 day Health & Safety training
- To have or willing to have Educational Visits Co-ordinator training (EVC)

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