

HEALTH & SAFETY OFFICER TO START ASAP

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and this job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



St Helen's School

THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.



THE POST

St Helen's is looking to appoint a full-time Health & Safety Officer to ensure the school, its employees, contractors, volunteers and those who use the premises comply with all relevant regulations and specifications not limited to but with a focus on:

- Health and Safety (H&S)
- Fire Safety
- Legal requirements

HOURS AND SALARY

Core working hours are either 08.00am – 4.30pm or 08.30pm – 5pm, Monday – Friday throughout the whole year (52 weeks)

Salary: £35,000 - £40,000 per annum



MAIN RESPONSIBILITIES

Main Objectives:

Ensure the school, it's employees, contractors, visitors and those who use the premises comply with all relevant regulations and specifications not limited to but with a focus on:

- Health and Safety (H&S)
- Fire Safety
- Legal requirements
- Ensure there is a robust operational risk management process, managers are aware of the risks to their parts of the School, and that individuals understand their accountability for individual risks.
- Provide overall advice and support for Health and Safety across the whole school in accordance with School policies and procedures and to assist the Head of Estates on the monitoring, reporting, advising and oversight of H&S compliance co-ordination.

Key responsibilities:

Health and Safety

- Advise the School and Enterprises on health, safety and fire matters and the interpretation of relevant legislation; promoting safety awareness and good safety housekeeping practices.
- Ensure that statutory and regulatory inspections/audits and risk assessments are undertaken within the required timeframes; and acting on the required recommendations included within these reports;
- Arrange and book statutory and regulatory inspections, audits, servicing and maintenance of equipment, buildings and processes where necessary;
- Provide technical support and advice to all departments on the development of operational risk assessments, including the maintenance of the central risk assessment portal, ensuring any actions that need to be addressed by the School as a result of these assessments are implemented;
- Provide advice, support and training to staff on the completion and recording of

Risk Assessments as required;

- Prepare and deliver annual H&S, risk assessment, Fire Safety and other required training to all staff members;
- Organise emergency scenario drills (e.g. lockdown) in collaboration with the Deputy Head Compliance;
- Oversee the accident and incident reports, conducting regular analysis of data and notifying the Business Operations Director of any trends, patterns or significant incidents;
- RIDDOR reporting as required;
- Maintaining a complete and up to date record of the status of H&S compliance;
- Carry out and document periodic site inspections to ensure that the School and Enterprises compliance-related activities are taking place as expected. This is in addition to any independent health and safety audits carried out;
- Maintain and oversee the central CoSHH Assessment portal;
- Responsible for the development of the Health and Safety Policy and the health and safety management systems across the School and Enterprises.
- Advise, or source external advice, on a range of specialist areas, e.g. hazardous substances, noise, vibration, machinery and occupational diseases; PUWER, LoLER, Machinery Directive, gas under pressure, lone working, contractors including Permits to Work. Review/implement effective PTW system.
- Monitor the effectiveness of department health and safety management through regular auditing of these systems;
- Work with the School's Health and Safety consultancy on regular external reviews;
- Prepare and present to the Governors a report on the status of the School and Enterprises health and safety management systems and procedures.
- Maintain the ISI Regulatory Audit logbook, ensuring documentation is in place and accurate;
- Sit on the Health and Safety Committee;
- Work in collaboration with the Business Operations Director to review and update the Critical Incident Plan and provide training to key staff members;
- Collate and review health and safety documentation from external club providers and vendors for on-site events, where necessary;
- Prepare paperwork for ISI inspections, where this relates to health & safety compliance.



Fire Safety

- Ensure compliance with the Fire Regulatory Reform (Fire Safety) Order 2005, as amended, and guidance documents relating to this, including awareness of the Building Regulations (Approved Document B and Building Bulletin 100);
- Arrange and book annual fire risk assessments and/or fire risk assessment reviews for all buildings on site;
- Maintain the fire risk assessment action log, collaborating with the Head of Estates;
- To review and update the School's Fire Policy and Procedure;
- To ensure the School's emergency evacuation procedure remains fit for purpose and safety signage is accurate;
- To provide, or source, competent fire safety advice, guidance, training and technical support;
- To ensure the annual inspection and servicing of firefighting equipment takes place and that suitable records are kept and maintained;
- To ensure that fire drills are undertaken in accordance with the School's Fire Policy and Procedures on a termly basis;
- Maintain accurate and up-to-date records of internal fire safety tests including drills, call-point testing, emergency lighting testing etc.

Estates

- Work with the Estates Administrator to:
- Arrange audits, surveys, inspections and training, as directed by the Head of Estates;
- Request, collate and review documentation from contractors;
- Ensure all statutory inspections, servicing and maintenance of equipment and estates needs are fulfilled

General Duties

- Promote and safeguard the welfare of children and young people by adhering to, and ensuring compliance with, the School's Child Protection and Safeguarding Policy.

- Implement responsibilities as set out in the School's Health & Safety Policy.
- Support and promote the school's ethos, aims and objectives.
- Any other tasks which the Business Operations Director or Senior Leadership Team may reasonably direct.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- NEBOSH General Certificate (or equivalent)
- 2+ years proven experience influencing health & safety in the workplace
- Member of a recognised, relevant professional body (e.g. IOSH / IFE)
- Practical experience applying health & safety processes (risk assessment; COSHH; hazard mitigation)
- In-depth knowledge and understanding of health & safety legislation and guidance; RRFSO and related guidance; CDM Regulations and building standards
- Proficiency in Microsoft Office; Microsoft Sharepoint; Microsoft Excel
- Excellent interpersonal and communication skills, with the ability to build strong relationships at all levels and engage with stakeholders
- Good presentation and public speaking skills, with the ability to deliver engaging training
- Excellent organisation, prioritisation and time-management
- Excellent written communication and good report-writing skills
- Commitment to the values and ethos of St Helen's School
- Current DBS clearance
- Commitment to keeping children and young people safe
- Commitment to maintaining relevant CPD portfolio, staying abreast of changing guidance, practices and standards

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- NEBOSH National / International Diploma
- Experience influencing health & safety within an educational setting
- Chartered member of IOSH (or working towards)



St Helen's School

- Understanding of HSG274 (Legionella Guidance) and HSG227 (Managing Asbestos)
- Knowledge and understanding of health & safety within leisure and/or performing arts environments
- Good understanding of Independent School Standards, where they relate to health & safety compliance
- Experience writing health & safety policies and procedures
- Experience delivering health & safety training

Key Skills & Competencies

- Resilient problem-solver who thrives in fast-paced, dynamic environments
- Quick-thinker able to provide safe and proportionate solutions in situ
- Confident communicator who influences others through both written and verbal channels
- Conscious collaborator who works well with others at all levels, whilst positively contributing to conversations

BENEFITS

- Competitive pay
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Electrical Vehicle Charging Scheme
- Free lunch and refreshments (term-time)
- Generous occupational sick pay
- High Street Discounts
- EAP with 24/7 GP access
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.

APPLICATION PROCESS

Closing date: **8am on Monday 6th October 2025**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.



THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Head of Estates, the Business Operations Director, the Risk and Compliance Manager and other members of SLT where appropriate. They may be asked to complete a task and will take a tour of the school and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london



