



# POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack  
Health & Safety Advisor  
January 2026







## School Information

**Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”**

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Generous Pension Scheme** – We offer competitive employer contribution rates for all staff

**Death in Service Benefit** – 3 times salary or last 12 months salary for casual workers

**Discounted School Tuition Fees for permanent staff** - with the option to spread payments over 12 months

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing and counselling service for staff and their families

**Smart Health** – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

**On-site Gym and Swimming Pool**

**Free Lunch** in term time

**Free Staff Room Refreshments** – in term time

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

**Enhanced Sick Pay Arrangements** – detailed within the Absences from Work Policy, also to be found on the Extranet

**Annualised Pay where possible** – allowing for easy home budgeting

**Winter car lights & tyre testing** – organised by the Transport Team each January

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking**

**Free library services** – including holiday book loans

## HMRC:

**Cycle to Work scheme** - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.





# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

## ETHOS AND VALUES

### A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

## AIMS

### We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

## STRATEGIC OBJECTIVES

### Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



*Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment*



# Job Information

**Role Title:** Health & Safety Advisor

**Overall Purpose:** To take a lead role in managing health and safety across the Pocklington School Foundation and be the primary source of health and safety advice, training and quality control.

**Responsible To:** The Bursar

**Staff Responsible For:** N/A

**Salary:** c£40k dependent upon skills and experience





# Job Advert

## HEALTH & SAFETY ADVISOR

Required from February / March 2026

This is a fantastic opportunity to join the Bursarial Management team and take a leading role in managing Health and Safety across the Pocklington School Foundation.

We are a successful co-educational, day and boarding School situated 12 miles East of York, which also includes a private day nursery, Little Pips. This is an ideal opportunity for an experienced and knowledgeable health and safety professional to really shape this role and make it their own. You will support our commitment to compliance and adherence to health and safety requirements by carrying out risk assessments, safety audits and accident investigations. You'll deliver health and safety training (e.g. fire, manual handling) to our employees and work closely with managers to develop and implement health and safety procedures.

Along with up to date knowledge of current health and safety legislation, you will ideally have a NEBOSH general certificate, membership of IOSH and strong IT skills. You'll be a good problem solver with strong analytical skills and the ability to work independently and influence employees at all levels. You'll be committed to continuous improvement, have excellent attention to detail and work with a high level of integrity.

The post holder will require a strong and flexible commitment to the needs of the Foundation and in making the appointment, particular regard will be given to the potential exhibited by candidates as well as to their experience.

Pocklington School is a wonderful place to work. We are a supportive, kind and caring team who strive to maintain a good balance between home and work life. We enjoy what we do and seek to support all those around us in their professional and personal development. We care for our employees, providing good food, refreshments and social activities for those who are interested.

This is a full time role (37 hours per week, Monday to Friday) where you are required to work all year round.

For an informal chat about the role please contact Rupert Bloxwich, Bursar on 01759 321200 or [mainoffice@pocklingtonschool.com](mailto:mainoffice@pocklingtonschool.com)

For further information please call 01759 322666 or email [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)  
All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us> where you will be directed to apply via MyNewTerm.

Closing Date: 9am 26th January 2026

*At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best. Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*



## HEALTH AND SAFETY ADVISER

### Reporting To:

The Head and the Bursar

### Main Purpose:

Act as the Foundation's competent person for the purposes of the Health and Safety at Work etc. Act 1974 and associated regulations, providing professional advice to the Head, Bursar, Governors and Senior Leaders

### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Foundation's Designated Safeguarding Lead or to the Head.

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Responsible to the Head but working to the Bursar, the post holder has duties and responsibilities as follows:

- Lead the review and periodic update of health and safety policies to ensure compliance with statutory requirements under the Health and Safety at Work etc. Act 1974
- Develop, enhance and continually improve the H&S management system
- Establish, maintain and oversee the Foundation's risk assessment framework, ensuring compliance with the Management of Health and Safety at Work Regulations 1999. Provide coaching, advice, guidance and professional challenge to colleagues in the preparation and review of departmental risk assessments. Retain oversight of pan-Foundation or specialist risk assessments
- Work with all areas of the Bursarial Management Group to ensure business support functions and facilities are operating in a way which minimises risk
- Support the Bursar in ensuring appropriate appointment of duty holders, contractor competence, and general risk controls
- Work with the Compliance Manager to maintain a programme of health and safety inspections and audits to test compliance and effectiveness. Monitor the completion and closure of audit findings and recommendations, escalating material non-compliance to the Bursar and Head as necessary.
- Where appropriate, to support the Compliance program of audits and reviews.
- Work with the Estates Manager in relation to construction, maintenance and estates projects, to support compliance with the Construction (Design and Management) Regulations 2015
- Work with Heads of Departments to ensure that all statutory, PPM and cyclical inspection/ maintenance is undertaken as required
- Work with the HR Manager to undertake individual risk assessments, including return-to-work and NEMs
- Monitor and report on the Health and Safety Action Plan, ensuring actions are owned and delivered by the appropriate colleague or department
- Act as the Foundation's Fire Safety Manager for governance and assurance purposes under the Regulatory Reform (Fire Safety) Order 2005. Oversee the fire safety procedure, fire risk assessments and associated action plans and provide assurance to senior leaders on fire safety compliance and risk management.
- Act as Asbestos Control Officer, maintaining strategic oversight of compliance with the Control of Asbestos Regulations 2012. Ensure that inspections, surveys, management plans and remedial actions are commissioned, reviewed and implemented appropriately. Report findings, risks and recommendations to the Bursar and Head as required



- Oversee the Foundation's accident and incident reporting arrangements, ensuring records are maintained in accordance with statutory requirements. Lead or oversee investigations into significant incidents, ensuring root causes are identified and learning is implemented by relevant departments. Ensure compliance with RIDDOR reporting requirements and the production of annual accident statistics for senior leadership and Governors
- Identify health and safety training needs through liaison with the Assistant Head (Staff Development and School Operations), Head of the Prep School, Head of the Nursery, HR Manager and Heads of Department. Oversee the provision, commissioning or coordination of statutory and role-specific health and safety training
- Oversee COSHH arrangements across the Foundation, ensuring that departmental COSHH assessments and folders are maintained and current. Provide advice and support to departmental managers responsible for implementation
- Work with the Bursar, Health & Safety Committee and Estates Committee to prepare the annual Health & Safety Report to Governors, providing assurance on statutory compliance, risk and performance
- Act as Secretary to the Health & Safety Committee, ensuring appropriate reporting, escalation and follow-up of actions
- Serve as a member of the Bursarial Management Group, contributing professional advice on health and safety matters
- Provide specialist advice and support to departments during significant health and safety incidents, investigations or regulatory matters
- Undertake other duties commensurate with the advisory and oversight nature of the role

The above main duties are not exhaustive and may vary without changing the character of the job or level of the responsibility.

## **Person Specification – Health & Safety Advisor**

	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How measured</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a Health and Safety Adviser or Health and Safety Manager role</li> <li>• Sound working knowledge and practical application of current UK health and safety legislation and associated statutory instruments</li> <li>• Experience of establishing, reviewing and assuring health and safety management systems, including policy frameworks, risk assessment processes, audit and reporting arrangements</li> <li>• Proven experience of providing competent advice to senior leaders, governors and committees on statutory health and safety duties under UK legislation</li> <li>• Experience of reviewing and quality-assuring risk assessments, safety audits and incident investigations undertaken by others, and of monitoring the implementation of corrective actions</li> <li>• Experience of overseeing health and safety training frameworks, including identification of statutory training needs and assurance of delivery by self, departments or external providers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within the education sector or a similarly complex, multi-activity environment</li> <li>• Experience of engagement with external regulators, inspectors or enforcing authorities (e.g. HSE, Fire and Rescue Service).</li> <li>• Awareness of environmental management and sustainability considerations</li> </ul>	Application form and interview
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• NEBOSH General Certificate in Occupational Health and Safety (or equivalent)</li> <li>• Strong IT capability, including the effective use of MS Office for reporting, data analysis and record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH Diploma (or equivalent)</li> <li>• Graduate or Chartered Membership of IOSH (or working towards)</li> <li>• Additional relevant professional qualifications</li> <li>• Internal Auditor qualification</li> </ul>	Application form
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Comprehensive understanding of UK health and safety legislation as applicable to an educational establishment, including but not limited to: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; COSHH 2002; Control of Asbestos Regulations 2012; Regulatory Reform (Fire Safety) Order 2005.</li> <li>• Ability to develop, review and maintain health and safety policies and governance frameworks, ensuring statutory compliance</li> <li>• Strong ability to influence, advise and challenge in order to secure compliance and continuous improvement</li> <li>• Excellent written and verbal communication skills, with the ability to produce clear, concise reports</li> </ul>		Application form and interview



	<ul style="list-style-type: none"> <li>• Strong analytical skills, enabling the interpretation of audit findings, incident data and risk information to inform strategic decision-making</li> <li>• High standard of record management and documentation control, suitable for inspection, audit and regulatory scrutiny</li> </ul>		
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Professional, credible and confident, with the ability to operate effectively in a senior advisory and assurance role</li> <li>• Proactive and self-motivated, with a clear commitment to continuous improvement in health and safety management</li> <li>• Methodical and detail-focused, with a strong sense of accountability and integrity</li> <li>• Well-organised, with the ability to manage multiple priorities and deadlines in a complex organisation</li> <li>• Demonstrates empathy with, and commitment to, the principles, ethos, aims and aspirations of The Pocklington School Foundation</li> </ul>		Application form and interview

**Child Protection:** this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.



Providing excellent day and boarding education.

# Recruitment Timetable

**Closing Date:** 9am 26<sup>th</sup> January 2026

**Expected Interview Date:** To be arranged

**Expected Start Date:** As soon as possible, subject to notice period

Please apply online using the MyNewTerm applicant tracking system  
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy  
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

