



## H&S and Compliance Manager

### Job Outline

<b>Responsible to:</b>	Director of Estates
<b>Salary Grade:</b>	Scale 9
<b>Full time/Part time:</b>	Full time, Full year

#### Job Purpose:

To monitor, lead and report on all elements of compliance and H&S across the Trust, ensuring all hard FM services are maintained to the highest standard, including the oversight of incidents, accidents and medical first aid provision.

#### Special Features:

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role. There will be periods where they may be based at any of the Trust estates.

When not in schools the post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

#### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### Responsibilities:

- To be responsible for and develop a full suite of compliance auditing across the estate – including reporting to key stakeholders and forming short- and long-term action plans to mitigate and remove operational risks.
- To report on statutory compliance to key stakeholders.
- To lead on incident and accident investigation across the Trust.
- To be the lead administrator on the H&S platform.
- Take responsibility for the medical and first aid provision across the Trust.
- Support the Director of Estates in implementing the Trust's Estates Strategy and Health & Safety policies.
- To be the link between catering managers and the external catering support for matters relating to operation and compliance / safety related policy.
- Attend any relevant meetings on behalf of the trust and provide regular updates to key stakeholders as required.



- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- To attend all local Health & Safety Working Groups and lead the Trust Health & Safety Management Committee – providing key updates and implementing an improvement / action plan.
- Ensure full monitoring and recording of statutory inspections are completed across the Trust and bring to the attention of the Director of Estates any concerns of non-compliance.
- Ensure robust procedures are in place for the successful management of asbestos, legionella and health and safety including action plans to address any non-compliance.
- Ensure compliance with General Data Protection Regulation.
- Attend meetings across The Sigma Trust sites as needed and/or at the request of the Director of Estates, COFO, CEO and the Board of Trustees.
- Support the Director of Estates with any accident investigation, insurance claims or emergency response arrangements.

#### General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Compliance Manager will be expected to comply with any reasonable request from the Director of Estates to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Director of Estates and will be reviewed annually.