

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Health & Safety Compliance Manager
Reporting to	Trust Estates Leader
Hours	37 hours per week for 52 weeks per year
Grade/Point Range	G/29 to 33

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To lead and coordinate health, safety, Security and regulatory compliance across all schools within Dartmoor Multi-Academy Trust. The postholder ensures that the Trust meets its statutory duties, delivers consistent safety standards across multiple sites, and supports Headteachers, Site Managers, and Trust leaders in maintaining safe environments for pupils, staff, and visitors.
- To champion a proactive culture of safety and security, ensure compliance obligations are met, and drive continual improvement across the Trust.

Main Duties and Responsibilities:

Trust-Wide Compliance & Assurance

- Ensure Trust-wide compliance with relevant legislation including Health and Safety at Work Act, Fire Safety Regulations, COSHH, PUWER, RIDDOR, and relevant education regulations.
- Maintain and oversee the Trust's central health & safety policies, procedures, and compliance frameworks.
- Conduct Trust-level audits and compliance reviews, reporting outcomes to the Executive Team, Local Governing Bodies, and Trustees.
- Maintain a Trust-wide compliance dashboard and lead to the preparation of annual compliance reports.
- OSHENS reporting / data management.
- DSE Assessments and coordination.
- Security

2. Risk Management Across Schools

- Develop and standardise risk assessment templates for curriculum, operations, and site-specific hazards.
- Support school leaders in completing and reviewing risk assessments, ensuring consistency in approach.
- Lead investigations of significant incidents or near misses across the Trust and ensure learning outcomes are shared Trust-wide.
- Ensure schools maintain suitable emergency and lockdown procedures and business continuity plans.

3. Fire Safety Leadership

- Oversee fire safety compliance across all Trust sites, including the scheduling of fire risk assessments, safety checks, drills, and record-keeping.
- Work with Site Managers, external assessors, and contractors to ensure timely action on fire safety recommendations.

4. Training & Competence Across the Trust

- Develop and coordinate the Trust's Health & Safety training programme, including induction, statutory training, and specialist modules.
- Monitor completion rates and compliance levels through Trust systems.
- Provide direct support, coaching, and advice to Headteachers, Site Managers, and Trust leaders.

5. Estates & Contractor Safety

- Support the Estates Team with compliance related to maintenance, capital projects, asbestos management, water hygiene, and statutory testing.
- Review contractor RAMS and ensure safe systems of work before allowing site access.
- Participate in planning capital works and ensure CDM Regulations are met.

6. Policy Development & Continuous Improvement

- Lead Trust-wide initiatives to strengthen safety culture, reporting, and preventative practice.
- Benchmark Trust performance and bring forward recommendations for improvement.
- Review new legislation and guidance to ensure the Trust remains compliant and well prepared.

7. Partnership & Culture Building

- Build strong working relationships with school leaders, Site Managers, safeguarding leads, and central trust teams.
- Promote a positive, proactive safety culture across all schools.
- Represent the Trust in external audits, inspections, and multi-agency meetings.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths • Recognised health and safety qualification such as NEBOSH Diploma • Management qualification or demonstrable people-management experience • Strong working knowledge of relevant legislation, standards, and compliance frameworks 	<ul style="list-style-type: none"> • Chartered or professional membership of a relevant body such as IOSH or similar • Specialist qualifications in areas such as fire safety, security management, risk management
Experience	<ul style="list-style-type: none"> • Good understanding of IT systems including Email, Spreadsheets and Word Processing • Significant experience in health and safety, security, fire safety and compliance • Evidence of continuing professional development (CPD) • Strong audit, reporting and analytical skills • Experience in multi-academy trust, Local authority or similar public sector • Supporting estates compliance such as asbestos, legionella or fire safety • Effective communicator, ability to deliver training, strategic planning • Experience of developing, implementing, and monitoring policies, procedures, and management systems. • Experience of carrying out and reviewing risk assessments, audits, inspections, and compliance reviews 	<ul style="list-style-type: none"> • Knowledge of working databases • Office based experience • Experience of working in school setting • Working with Microsoft Office applications. • Experience of budget management • Experience with risk and compliance systems

	<ul style="list-style-type: none"> • Experience of investigating incidents, identifying root causes, and overseeing corrective actions 	
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, verbally and in writing • Excellent grammatical, spelling and punctuation skills. • Ability to manage time effectively • Ability to work on own initiative and to meet deadlines • Ability to work effectively as part of a team and work collaboratively • Strong organisational and planning skills • Strong analytical and problem-solving ability • Ability to interpret legislation, guidance and organisational data 	<ul style="list-style-type: none"> • Ability to solve problems and find creative solutions • Project management skills • Ability to analyse trends, performance dashboards
Personal Attributes	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy, accountability • Proactive and solutions-focused • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Collaborative and able to build effective working relationships • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development. • Flexible approach to work patterns and operational requirements

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....