Orion Education

Health & Safety And Compliance Manager

Improving Outcomes Transforming Lives Enabling Social Mobility

Recruitment Pack

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2025 than we were four years ago.

Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

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Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

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Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not under-take unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

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Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools

Orion Eden Park

11 - 18

Orion Spires

11 - 16

Orion Coopers

11 - 18

The Ravensbourne School

11 – 18

Primary Schools

Orion Blenheim

4 - 11

Orion Mead Road

4 - 7

Orion Ravensworth

4 - 11

Orion Scotts Park

4 - 11

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Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Orion Education

Your Wellbeing at Orion Education

We know that, to achieve our vison, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.
Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.
Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.
Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.
Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.
We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website Orion Education - Staff Benefits

Orion Education

About The Role

Health & Safety and Compliance Manager

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will also be completed. As an employer and provider of education, Orion Education is fully committed to equality and to valuing diversity.

The purpose of this role is to improve outcomes, transform lives and enable social mobility across our Trust. Working alongside the Head of Estates, the postholder will lead the development and delivery of the Trust-wide Estates strategy, ensuring full compliance across all areas for our eight schools. The role also acts as the Trust's designated competent person under health and safety legislation.

The postholder will be responsible for implementing and overseeing robust health and safety systems, including audits and risk assessments, and ensuring that appropriate training and development programmes are in place for all premises staff across the Trust. They will provide guidance and training to all staff, helping to embed a positive safety culture throughout the organisation.

The role involves close collaboration with senior leadership and external agencies to ensure best practice and continuous improvement. This role will involve travel to other school sites across South London and Kent.

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Job Description

Job Title	Health & Safety and Compliance Manager
Closing Date	30 March 2026, 12:00 PM
Salary	NJC Scale 10 Points 36 – 41 (FTE Salary £50,084.00 - £55,322.00 per annum)
Contract Type	Full Time, Permanent
Working Hours	36 hours per week, 52 weeks per year
Location	Mansion House, Hawkwood Lane Chislehurst Kent BR7 5PS
Reporting To	Head of Estates - Orion Central Trust Team

Job Purpose

Lead Trust-wide health, safety and statutory compliance across all schools by acting as the designated competent person. Implement and oversee robust systems including audits, inspections, risk assessments and compliance monitoring. Deliver effective Health & Safety training, promote a positive safety culture, and work closely with senior leaders to ensure the Trust's Estates strategy and regulatory responsibilities are met.

Key Responsibilities

Main Duties and Responsibilities	Details
Policy and Strategy	• Act as policy lead for our Trust and ensure we fulfil our health and safety statutory obligations and meet relevant guidance with good practice. • Implement the Trust-wide Estates strategy aligned with Trust priorities, ethos and values. • Review maintain and update the Trust Health and Safety Action Plan. • Be responsible as the competent person in accordance with the Management of Health and Safety at Work Regulations 1999; undertake other responsible, authorised and competent persons roles as reasonably required e.g. competent person for fire, asbestos, responsible person for L8 (Legionella – HSE s272) • Keep up to date with, and communicate changes to H&S legislation • Foster and promote a culture of safety and continuous improvement. • Develop procedures for all relevant Health and Safety-related processes.
Advisory and Support	• Provide remote and face-to-face guidance to schools and the Trust team. • Promote responsibility of each individual for H&S of themselves and others. • Convene and Chair termly H&S committees for each school, minuting actions and ensuring these are closed out within a agreed timeframe
Compliance Systems and Administrations	• Implement and maintain compliance systems for monitoring and reporting. • Oversee and manage the Trust's compliance management system (IAMCompliant). • Ensure all estates policies, procedures and documentation are legally compliant. • Produce management information reports on IAMCompliant.
Audits and Inspections	• Organise and undertake health and safety compliance audits and report findings to leadership teams, Health and Safety committee and other groups as required, ensuring actions are assigned to relevant staff and completed on time. • Conduct risk assessments and inspections and record findings on our compliance software system.

	• Communicate audit findings and lead closure of corrective actions from inspections and audits. • Review external H&S audits, Fire Risk Assessments and L8 Risk Assessments • Review compliance records at all schools and ensure any rectifications are made. • Annual Security Risk Assessments • To undertake regular site walks with the Head of Estates, Site Leads and Site Assistants • Provide a termly H&S report to the Head of Estates.
Incident Management	• Lead on the implementation and development of trust policy and practice in relation to emergency response. • To respond to accidents and incidents, with professionalism and empathy. • To ensure accidents, incidents and 'near miss' investigations are reported as per legislative requirements. • To ensure a proactive approach to 'Near Miss' reporting. • To provide advice to Trust and School Leaders on causation and remedial action. • To investigate fire-related events and safety concerns in partnership with the local fire service. • To ensure learning outcomes from incidents support continuous improvement.
Training and Development	• Develop and deliver training materials for staff and contractors • Deliver training to groups of school staff, leaders and new employees • Coordinate Trust-wide H&S training and maintain records • Ensure annual refresher training is carried out and recorded. • Deliver H&S induction to all new employees, relevant to job role.
Reporting and Governance	• Report to Trustees/ Board regarding H&S matters when required • Report to the Extended Leadership Team on H&S matters. • Contribute to cyclical newsletters from the Estates team
Statutory Compliance	• To lead on all statutory compliance (Fire Safety, First Aid compliance, asbestos management compliance, water hygiene and Legionella compliance, and emergency planning). • Oversee all statutory inspections are carried out. • Ensure compliance with DDA. • Ensure all curricular and extra-curricular activities are risk-assessed and compliant. • Liaise with external contractors to ensure COSHH, and Environmental Health compliance in our schools.
Risk Management	• Provide guidance and advice, leading development and implementation of best practice generic and specific risk assessments for all operations, notably curriculum and educational visits, ensuring consistent up to date approaches. • Escalate key risks to Senior Leadership. • Monitor records of actions on risk assessments.
Business Continuity and Disaster Recovery	• Ensure Trust's Business Continuity and Disaster Recovery plans are fit for purpose. • Ensure regular lockdown drills are implemented.
Contractor Management	• Provide guidance on contractor management, defining policy, protocols and robust processes, including compliant management of RAMS, ensuring completion of permits to work and robust management of DBS checks for all contractor staff, • Ensure systems for the monitoring of contractors at Trust premises, including safe systems of work, are in place to meet the required standards; audit these for compliance and drive prioritised improvements. • Monitor work of contractors on-site, manage any breaches, and liaise with HSE, where appropriate.
Employee Health and Safety and Wellbeing	• Ensure annual DSE assessments and take necessary action. Liaise and support the HR team on wellbeing matters and initiatives. • Support staff following any H&S incidents.

New Buildings and Construction Projects	• Provide advice and guidance on construction project-related H&S Attend site visits and progress meetings • Lead on any H&S issues while projects are on site.
Fleet Management	• Ensure all Trust vehicles meet statutory requirements. • Identify and manage MIDAS training requirements. • Ensure staff MIDAS training is up to date
Educational Visits	• Provide support and oversight of school trip planning, transportation and safety.
Vision and Values	• To undertake such other duties as may be required, commensurate with the level of responsibility of the post • To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term • To participate in training and other professional development learning activities • To promote equal opportunities and celebrate diversity in all aspects of the academy • To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To support and attend academy events such as Open Evening • To promote actively the academy's corporate policies • To adhere to the Trust's Dress Code • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate • To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies • To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

As part of ORION EDUCATION, you are responsible for:

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

Person Specification

Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
Qualifications	• Degree in Health & Safety Management or close equivalent and/or H&S certification (Diploma/NVQ) • Chartered IOSH status and Level 6 H&S qualification (or equivalent) • Fire Safety Management qualification or willingness to work towards one • Membership of a relevant professional body (e.g., IOSH)	—	Application Certification
Experience	• At least three years' experience in managing estates' compliance. • Leading Health and Safety in large or multi-site campus environments, involving intensely occupied buildings populated by young and or vulnerable users. Health and Safety regulatory compliance knowledge e.g. building fabric maintenance, M&E systems • Risk Management and mitigation – differentiating between local (e.g. school) and organisational risks) • Experience of conducting audits and risk assessments. • Management of the H&S aspects of capital projects • Customer focused attitude and proven ability to deliver service improvement and work to deadlines	• Experience within the education sector	Application Interview References
Knowledge & Skills	• High-level understanding/ appreciation of building services engineering maintenance practice, safe contractor management, and differentiation between routine and compliance-driven maintenance. • Ability and willingness to act as the Competent, Responsible or Appointed person as required e.g. L8 Legionella (HSE s274)	• Strong knowledge of legal and regulatory frameworks	Application Interview References

Area	Essential	Desirable	Method of Assessment
	• IT literate, proficient with MS Office and compliance systems. • Knowledge/experience of managing planned, preventative maintenance and compliance schedules • Ability to write, follow and promote policies and procedures • Possess excellent communication and influencing skills to engage stakeholders and deliver effective training. • Clean Full UK Driving Licence and access to a vehicle		
Character	• Excellent interpersonal skills and a track record of establishing and promoting effective working relationships • Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively • Ability to work under pressure • Strong attention to detail • Enthusiastic, motivated and committed • Proactive, positive and resilient	—	Application Interview References

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