



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Health and Safety Officer

Central Estates and Health
& Safety

ROLE SPECIFICATION

Academy / Department	Central Estates and Health & Safety
Post title	Health and Safety Officer
Responsible to	Head of Estates and Health & Safety
Full time Salary	FTE salary £41,050 Pro rata salary - £35,895
Working Pattern	Term-time only, 39 weeks per year
Working Hours	37 hours per week during term time. Regular travel across Trust academies is required, with occasional flexibility by prior agreement.
Pension	Local Government Pension Scheme
Annual Leave	Included within the pro rata salary and taken outside term time, in accordance with Trust terms and conditions
Line Management Responsibility	None

ROLE SUMMARY

The Health and Safety Officer supports the Head of Estates and Health and Safety in delivering practical, proportionate and consistent health and safety assurance and operational support across 26 academies in South Yorkshire and Cambridgeshire. The postholder will help academies understand and meet Trust expectations, strengthen local arrangements and promote a positive culture in which risks are identified, owned and managed effectively.

The primary focus of the role is the delivery of the Trust health and safety review programme, including academy visits, evidence review, clear reporting, action tracking and follow-up support. The postholder will work closely with Principals, Operations Managers, Regional Directors, curriculum leaders, Estates colleagues and other staff, providing constructive challenge and practical support without replacing local management accountability for health and safety.

The Head of Estates and Health and Safety retains strategic ownership of the Trust health and safety framework; the Health and Safety Officer will provide operational delivery, evidence, analysis and draft material to support these responsibilities, escalating significant, complex or unresolved matters promptly.

KEY WORKING RELATIONSHIPS

- Head of Estates and Health and Safety and the wider Estates and Health and Safety team.
- Principals, Operations Managers, Regional Directors, senior leaders and academy-based health and safety leads.
- Curriculum leaders, Educational Visit Coordinators, Estates colleagues, employees and staff representatives.
- Approved contractors, consultants, insurers, auditors, specialist advisers and relevant external agencies.

KEY AREAS OF RESPONSIBILITY

1. Health and safety reviews and assurance

- Deliver the planned programme of health and safety reviews across Trust academies and central functions, in accordance with the agreed methodology and schedule.
- Prepare for reviews by examining relevant records, previous findings, incidents, risk assessments, compliance information and outstanding actions.
- Undertake academy visits, inspections, interviews and evidence sampling to assess how effectively health and safety arrangements are understood and implemented.
- Produce clear, concise and prioritised review reports that identify strengths, gaps, required improvements, responsible people and realistic completion dates.

- Undertake follow-up activity to verify progress, test evidence and provide assurance that actions have been completed effectively.
- Support thematic reviews and use assurance findings to identify recurring issues, good practice and areas requiring targeted Trust-wide support.

2. Action tracking and academy support

- Maintain accurate records of review findings and improvement actions through the Trust's approved systems where applicable.
- Monitor actions to completion, verify supporting evidence and identify slippage, repeated weaknesses or actions that have not addressed the underlying issue.
- Provide practical first-line advice, templates, examples and guidance to help academy leaders and managers complete agreed actions.
- Reinforce that responsibility for managing health and safety remains with local leaders and managers, while providing constructive challenge and proportionate support.
- Escalate significant, complex, overdue or unresolved matters promptly to the Head of Estates and Health and Safety.

3. Risk assessment and operational advice

- Support academies and central teams to prepare, review and improve suitable and sufficient risk assessments, safe systems of work and local procedures.
- Review controls for higher-risk activities, including curriculum activities, lone working, violence and aggression, manual handling, hazardous substances, display screen equipment, work equipment and events.
- Support Estates colleagues and academy teams with contractor safety arrangements, including proportionate review of RAMS, permits to work, site controls and safeguarding interfaces.
- Support educational visit arrangements in liaison with Educational Visit Coordinators, the Outdoor Education Adviser, EVOLVE and applicable OEAP guidance.
- Support academy emergency arrangements, including fire, lockdown, severe weather and relevant business continuity activity, escalating strategic or specialist matters as required.

4. Incident management and reporting

- Support the effective reporting and management of accidents, incidents, near misses, occupational ill health and violence or aggression through the Trust's agreed reporting system.
- Undertake or support proportionate investigations into significant incidents, identifying immediate and underlying causes and recommending practical corrective actions.
- Gather and present the information needed to support assessment of potential RIDDOR-reportable events, with final professional decisions retained by the Head of Estates and Health and Safety unless formally delegated.
- Monitor incident actions and help academies implement learning that reduces the likelihood of recurrence.
- Analyse incident and assurance data to identify patterns, priorities and opportunities for targeted intervention.

5. Training, communication and systems

- Deliver or coordinate practical health and safety briefings, inductions, toolbox talks and awareness sessions within competence.
- Draft and maintain clear guidance, checklists, model documents and communications for review and approval by the Head of Estates and Health and Safety.
- Maintain accurate, secure and accessible records of reviews, advice, incidents, investigations and actions.
- Support the Trust Health and Safety Committee and other relevant groups through the preparation of data, updates, draft papers and action monitoring.
- Liaise with specialist advisers, insurers, auditors and other agencies as directed by the Head of Estates and Health and Safety.
- Plan and prioritise a varied term-time workload across the Trust, maintain appropriate continuing professional development and travel regularly between academies.

PERSON SPECIFICATION

	Essential	Desirable
Education and training		
Grade C/4 or above in English and mathematics, or equivalent.	•	
NEBOSH National General Certificate, or another relevant Level 3 health and safety qualification.	•	
Membership of IOSH at TechIOSH level, or the ability and commitment to achieve this within an agreed period.		•
Relevant training in auditing, inspection or incident investigation.		•
Knowledge		
Good knowledge of incident investigation, RIDDOR, COSHH, DSE, manual handling and work equipment requirements.	•	
Understanding that operational responsibility for health and safety rests with managers and leaders, supported by competent advice and assurance.	•	
Knowledge of safeguarding expectations and health and safety arrangements in education.		•
Experience		
Recent and relevant experience in a health and safety advisory, coordination, assurance or operational role.	•	
Experience of monitoring actions, checking evidence and following up incomplete or ineffective improvements.	•	
Experience of preparing, reviewing or quality assuring risk assessments and safe systems of work.	•	
Experience of supporting accident or incident investigations and identifying practical corrective actions.	•	
Experience of working constructively with managers, employees and contractors to improve standards.	•	
Experience of maintaining accurate digital records and using data to identify trends and priorities.	•	
Experience of working within schools, academies or another public service environment.		•
Experience of working across multiple sites.		•
Experience of delivering briefings, inductions or practical health and safety training.		•
Professional skills		
Ability to build credibility, provide constructive challenge and explain technical requirements clearly and proportionately.	•	
Strong analytical, investigation, problem-solving and decision-making skills.	•	
Ability to plan and prioritise a varied workload, meet deadlines and manage regular travel across the Trust.	•	

	Essential	Desirable
Competence using Microsoft 365 and confidence using digital systems for recording, analysing and reporting information.	•	
Full driving licence and access to suitable transport, or the ability to travel regularly between Trust academies.	•	
Personal qualities		
Practical, proportionate and solution focused, with a strong commitment to service and continuous improvement.	•	
Organised, reliable and able to work independently while maintaining effective relationships with colleagues.	•	
Discreet and trustworthy when handling sensitive, personal or confidential information.	•	
Commitment to diversity, equity, inclusion, safeguarding and the Trust's values.	•	
Commitment to continuing professional development and maintaining current professional knowledge.	•	
Line management		
This role does not currently have line management responsibility for others.		

GENERAL RESPONSIBILITIES

- Contribute to the overall aims, values and improvement priorities of the Trust and its academies.
- Maintain a commitment to continual learning and the development of professional health and safety knowledge and skills.
- Behave in a professional, friendly and fair manner, role modelling politeness, respect and integrity.
- Demonstrate high standards of attendance, punctuality, confidentiality and professional conduct.
- Comply with Trust policies and procedures, including the Code of Conduct, safeguarding and child protection requirements, acceptable use of IT and the current version of Keeping Children Safe in Education.
- Work cooperatively as part of the Trust-wide staff team and maintain effective relationships with academies and central functions.
- Promote and safeguard the welfare of children and young people and report concerns immediately through the appropriate academy procedures.
- Undertake other duties reasonably commensurate with the level and nature of the role. This role profile is not exhaustive and may be reviewed in response to organisational or operational needs.

THIRD PARTY CHECKS

Is this role subject to the following checks?

Disclosure and Barring Service Enhanced Check (DBS)	Yes
Section 128 check	No

APPLICATION PROCESS

- Comply with Trust policies and procedures, including the Code of Conduct, safeguarding and child protection requirements, acceptable use of IT and the current version of Keeping Children Safe in Education.