



Reports To: Principal

Why	<p>Job Summary</p> <ul style="list-style-type: none"> Ensuring all Health & Safety information in the Academy is up to date, complies with HSE and Trust requirements and is displayed as required. 	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Providing day to day support to academy staff with health and safety queries Assist managers/the competent person with completion of risk assessments (if required) Ensuring that a central academy file of risk assessments is maintained and electronic copies of these assessments are saved on Smartlog and made available to the Trust's Health & Safety Team as required. NB. a duplicate electronic copy should be kept on a shared drive in the academy Collating monthly accident report statistics and sending these to the Health & Safety Team and Health & Safety Representative(s) as required Carrying out inspections as required on behalf of the Principal or the HSM (including any formal inspections as notified by the HSM) Assisting the Principal in implementing any health and safety procedures/requests as notified by the HSM Providing the Principal with any Health & Safety information that he/she may require, including notifying them of any potential non-compliance with HSE regulations or Trust policies and procedures Liaising with the HSM on health and safety matters within the Academy Arranging health and safety training, either through the Health & Safety Team for internal training or (where these are in place) direct with the Trust's nominated suppliers Maintaining records of health & safety training within the academy including First Aid and Off Site visit training but excluding training of catering staff Assisting managers in investigating accidents; including where required assisting with taking photographs and witness statements where these may help with any subsequent investigation by the enforcing authority and/or the Trust's insurers Arranging and minuting local health and safety meetings (at least one per month) chaired by the Principal and including the academy's Trade Union Health & Safety Representatives and/or Employee Representatives. The minutes of these meetings should be saved on Smartlog Ensuring the Principal is made aware of any health and safety issues which they become aware of, which may pose an immediate or future risk so that the Principal can take appropriate action Meeting with the Principal (minimum of 4 weekly) to discuss health and safety issues and update assurance records Undertaking any CPD (including training) as identified by the HSM Maintaining a log of facility time for Trade Union Health & Safety Representatives Attending all Trust wide HSC meetings as notified by the Health & Safety Team Co-ordinating completion of the termly assurance statement including checking that documentation is in place for all inspections, maintenance and/ or checks due that term Maintaining the Smartlog system in the academy 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust</p> <p>Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive</p> <p>Know the local arrangements concerning the safeguarding of children and young people and how to use them</p> <p>Takes responsibility for own Health & Safety, ensuring immediate work environment is safe</p> <p>Act to promote pupils safety and well-being - establish a safe and stimulating learning environment for all rooted in mutual respect</p> <p>Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support</p> <p>Demonstrate consistently the ethos and behaviour which are expected of all</p> <p>Understands why it is important to follow policies and procedures and knows where to find them</p>
	<p>Development <i>Monitoring, coaching, guiding and</i></p>	<p>Participate in whole academy training/induction events</p>

	<i>supporting teams and individuals setting examples of desired behaviours.</i>	Create a 'can-do' culture to raise aspiration for all	
		Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Responsive to leadership and direction	
		Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body	
		Receives direction and is able to follow instructions	
		Completes the tasks assigned which contribute to the delivery of specific results	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Receives tasks and knows who they are accountable to in their work	
		Is supported in planning daily workload	
		Prioritises within daily tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener	
		Able to read, write and understand English	
		Is numerate	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Identifies problems and looks for support	
		Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential IT Literacy IOSH Managing Safely Training course or willing to undertake it	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.		

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.