



Job Description – *Head of Health, Safety and Compliance*

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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School

Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. We have the privilege of educating around 1200 students ranging in age from 7 to 18 and we enjoy a reputation both locally and regionally for excellence in Performance Arts, Music and Sport.

Combining a 250-year old tradition with a modern outlook BMS is an unpretentious, tolerant school where all students can flourish as individuals. Our community is a friendly, happy and supportive one and all of the 350 staff members, spanning both teaching and non-teaching roles, help to make BMS a very special place to work. We particularly welcome applications from people who are keen to contribute to this strong and vibrant community.

Situated on the outskirts of Bedford on a site with commanding views of the Bedfordshire countryside, BMS is also well served by major road links and St Pancras International is less than an hour away by train.

Please visit our website: www.bedmod.co.uk for further information on the School.

Job Title: Head of Health, Safety and Compliance

Department: Operations

Location: Bedford Modern School

Summary of the role:

Job Purpose: To lead and oversees all Health, Safety and Compliance at Bedford Modern School, ensuring it is managed effectively and in line with regulations, guidance and best practice. The role will make sure the School meets—and stays ahead of—legal requirements, ISI standards, and sector expectations.

Reporting Line: The postholder will report directly to the Head of Estates and Operations, with an additional reporting relationship to the Director of Finance and Operations.

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	<p>Hours: 37.5 hours per week, full year. (Part time or term time would be considered)</p> <p>Salary: £37-£55k per annum (depending on experience)</p> <p>Role Summary:</p> <ul style="list-style-type: none"> • To promote and develop a strong health and safety culture throughout the School. • To empower all staff to be proactive when meeting their responsibilities and continually drive improvement of health, safety and compliance within the School. • To provide advice, monitor and report on adherence to health and safety regulations. • To lead SLT in embedding a strong risk management framework throughout the School.
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Presenting regular updates and reports on the status of health and safety to SLT; • Advising the School on health and safety and the interpretation of relevant legislation; promoting safety awareness and good housekeeping practices; • Leading and supporting initiatives/projects related to improving health and safety culture throughout the School; • Managing the School's evolving programme of Health and Safety training and inductions for staff, sourcing appropriate training providers and ensuring records are maintained; • Lead the Health & Safety Committee and encouraging engagement across departments • Producing a termly Health & Safety Report for presentation to SLT and the Health and Safety Committee. This report will be utilised by the DFO to present to the Governors on the status of health and safety. • Working with the Site Support Services Manager, confirming that statutory and regulatory inspections, risk assessments and servicing requirements are undertaken within the required timeframes; and acting on the required recommendations included within these reports; • Leading and/or assisting with the production of operational/faculty/ad hoc risk assessments from all departments and business owners and ensuring any actions that need to be addressed by the School as a result of these assessments are implemented; • In conjunction with the School Nurses oversee the maintenance and development of up-to-date accident reporting records and procedures

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	<ul style="list-style-type: none">• Investigating accidents, incidents, near misses and dangerous occurrences.• Reporting incidents to statutory authorities (e.g. RIDDOR)• Carrying out and documenting periodic site inspections of the School to confirm that the School's compliance related activities are taking place as expected.• Responsible for the annual review of all Health and Safety related policies and practices and the development of health and safety management systems across the School• Member of the School's Emergency Response Team.• Working with the SLT to communicate and train staff on the Emergency Response Procedures.• Overseeing and managing the work of the Compliance Assistant in the completion of administrative health and safety tasks.• Assisting the DFO with the management of the Risk Registers. <p>The post holder is required to operate within School policies and procedures, including Equal Opportunities and Health and Safety policies.</p> <p>You may also be required to undertake such other comparable duties as the Trust requires from time to time.</p> <p>The job description is current but liable to variation to reflect or anticipate changes in the requirement of the post.</p>
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Person Specification			
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	Essential	Desirable	Method of assessment
Qualifications	<p>Good standard of education or equivalent relevant experience.</p> <p>NEBOSH General H&S General Certificate in Occupational Health and Safety</p>	<p>Educated to degree level or equivalent.</p> <p>First Aid at Work Certificate</p>	<i>Certification</i>
Experience	<p>Experience gathering, analysing and reporting on key data.</p> <p>Experience of writing concise evidentially based reports with clear recommendations.</p> <p>Evidence of working co-operatively with others to complete tasks.</p> <p>Understanding and experience of writing detailed risk assessments.</p>	<p>Audit, legal or compliance experience would be beneficial.</p> <p>Experience of working within a school environment.</p> <p>Knowledge of ISI compliance requirements and inspection readiness.</p> <p>Proven experience in a senior Health & Safety role within a complex organisation</p>	<i>Application and Interview</i>
Knowledge & Skills	<p>Knowledge and understanding of the importance of health & safety legislation.</p> <p>Ability to work on own initiative and autonomously.</p> <p>Professional approach coupled with strong interpersonal skills.</p> <p>Excellent verbal and written communication skills – collaborative and helpful but firm when required.</p> <p>Excellent administrative skills and ability to prioritise and manage own workload.</p> <p>Methodical, timely and rigorous approach to process management and good attention to detail.</p> <p>Ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p>	<p>Knowledge of Safeguarding Children in Education</p>	<i>Application and Interview</i>

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	<p>Excellent ICT literacy including MS Office (Word and Excel); the ability to ensure processes are effectively managed through appropriate use of ICT.</p>		
<p>Personal competencies and qualities</p>	<p>Must be willing to undertake appropriate training or the role. Professional, diplomatic, confidential and self-motivated.</p> <p>Excellent attention to detail and accuracy. Escalates issues as necessary.</p> <p>Commitment to make significant improvements to an essential area of the school.</p>	<p>High-level organisational and analytical skills, with the ability to manage complex workloads, prioritise risks, and maintain a clear oversight of assurance, compliance and improvement activities</p> <p>Proactive and forward-looking, with the ability to anticipate risk, identify system gaps, and implement preventative measures before issues arise.</p>	<p><i>Application and Interview</i></p>