

Wellspring Academy Trust

Job Description



Post Title: Health & Safety Officer

WELLSPRING
We Make A Difference

Reporting to: Trust Operations Manager - Safety and Compliance

Purpose of the Post

To act as a technical lead across the Trust estate, providing professional guidance, strategic assurance, and expert H&S advice. The post-holder will ensure all sites are safe, legally compliant, and conducive to high-quality learning, while fostering a proactive safety culture that empowers Academy leadership.

1. Statutory Compliance & Asset Assurance

- Ensure 100% adherence to regulatory standards through rigorous monitoring and verification of remedial actions across the Trust-wide statutory compliance framework.
- Develop and manage comprehensive asset registers to inform long-term capital planning, evaluating equipment longevity and managing warranty obligations.
- Act as the primary link between capital projects, onsite teams, and contractors to ensure all building improvements and refurbishments meet stringent safety and compliance specifications.
- Maintain precise financial and technical logging systems to ensure accurate charging, performance monitoring, and audit trails for all compliance-related activity.

2. Risk Management & Incident Oversight

- Lead annual H&S audits across all Academies, collaborating with senior leadership to track, verify, and close out identified risks.
- Create and review high-level safety documentation, including complex risk assessments, COSHH registers, and Safe Systems of Work.
- Act as the lead investigator for accidents and near-misses, ensuring full compliance with RIDDOR and implementing Trust-wide "lessons learned" through safety alerts and bulletins.
- Monitor and advise on security risks to ensure safe access control; provide immediate technical coordination during unplanned emergencies or serious incidents to restore a safe learning environment.

3. Strategic Training & Cultural Leadership

- Aid the drive to a 'safety-first' culture across the Trust, supporting in the design and delivery of a long-term H&S strategy that promotes positive safety behaviours.
- Oversee the Trust-wide H&S training matrix, providing expert advice on training needs and coordinating with providers to bridge skill gaps.
- Manage specialised health programs, including Driver assessments, DSE evaluations, and wellbeing-related safety adjustments.

4. Contractor, Procurement & Environmental Stewardship

- Manage the end-to-end contractor lifecycle, from initial H&S inductions and Permits to Work to formal performance reviews and SLA management.
- Partner with the Procurement department to define technical specifications and quality assurance regimes, ensuring contract compliance and value for money.
- Proactively identify sustainability initiatives to reduce environmental impact; manage the Trust vehicle fleet, ensuring lease compliance and providing technical support for vehicle-related incidents.
- Support the end-to-end processing of insurance claims, ensuring accurate data provision and liaison with loss adjusters where required.

Standard Duties in all Trust Job Description

- o Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- o Show commitment to ensuring that children and young people learn in a safe environment.
- o Participate in relevant and appropriate training and development as required.
- o Personal integrity and a commitment to the Nolan principles of public service.
- o A commitment to professional development.
- o This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to always respect confidentiality and safeguarding practices.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activities.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential/ Desirable	How Identified
Education and training in...		
Professional qualifications in relevant discipline i.e. NEBOSH, Site Management Safety.	E	Application
Specialised certificates in Fire Safety, Asbestos Management, or Legionella.	D	
Evidence of continuous professional development.	E	
Relevant industry experience and strong knowledge of health and safety legislation.	E	
A recognised training qualification to deliver internal workshops e.g. Level 3 AET.	D	
Experience in		
Proven experience working in a dedicated Health & Safety role, ideally within an education, public sector, or multi-site environment.	E	Application Interview Reference
Investigations and familiarity with RIDDOR reports, including the ability to identify root causes and advise on organisational changes required.	E	
Experience writing and implementing safety policies and risk frameworks.	D	
Experience in conducting comprehensive site audits and providing 'Critical Friend' feedback to senior leaders.	E	
Experience overseeing high-risk contractors and managing Permit to Work systems.	E	
Health and Safety and the statutory and compliance matters in relation to facilities and premises management.	E	
Planned preventative maintenance programs or similar industry recognised planning methods/systems and tools.	E	
Procurement through tender processes	D	
General and Specialist Knowledge		
In depth understanding of the operational practices, undertaking risk assessments, working methods, quality standards, work schedules and priorities related to a full range of site facilities services and their inter relation.	E	Application Interview Reference
Ability to interpret the Health and Safety at Work Act (1974) and subsequent regulations (CDM 2015, DSEAR, COSHH) and apply them to a school setting.	E	
Strong understanding of 'Hard Compliance' (Gas, Electric, Lifts, Fire) and the lifecycle of building assets.	E	
Proficiency in using compliance software and Excel to track trends, identify 'red flags', and produce reports for senior leaders/governance.	E	
The ability to look beyond immediate 'fixes' and contribute to a 3-5 year safety strategy.	E	
Skills and the ability to...		
Remain calm and provide clear instructions during unplanned emergencies or serious incidents.	E	Application Interview
Commit to working as a team with the Trust Operations Manager for Safety and Compliance, and S&C Officers to ensure no gaps in service.		
Have a 'forensic' eye for detail when reviewing compliance logs and contractor documentation.	E	
Use tact and demonstrate empathy and understanding with a range of senior leaders, team members, site visitors, pupils and facility users.	E	
Participate and contribute to continuous improvement and development of the service and facility.	E	
Understand how facilities management supports the development and management of the organisation.	E	

Organise, plan and manage the service to achieve agreed service level objectives and targets within approved financial constraints.	E	
Communicate at all levels using effective relationship building and people management skills.	E	
Manage projects to successful completion.	D	
Manage personal and departmental workloads effectively, identifying and implementing process improvements to optimise time and resources.	E	
Interpret data and produce well-presented reports using IT programmes, including Google	E	
Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity.	E	Application Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	
Willing to undertake training and continuous professional development in connection with the post.	E	
Work in accordance with the Trust's values and behaviours	E	
Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites.	E	
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	
Satisfactory DBS disclosure to work in an environment dealing with young people.	E	
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	
A commitment to safeguarding and promoting the welfare of all.	E	