



# SAFETY AND COMPLIANCE ADMIN OFFICER

*Believe. Achieve. Succeed*

Part of

Success Academy Trust

Dear Candidate,

Thank you for your interest in joining the Operations team at Hallbrook Primary School, as part of Success Academy Trust

We are looking for an energetic, enthusiastic and flexible admin officer to be responsible for the health and safety of the school building and grounds to ensure that staff, and children have a comfortable and safe environment in which to work and learn. We are looking for someone who will be as proud of our school as we are and who is willing to work with us to continually improve and develop our offer.

The successful candidate must be able to communicate well with colleagues as part of an effective working team as well as develop positive working relationships with staff and pupils. Previous experience of working in a similar role will be beneficial along with a knowledge of health and safety.

The school expects high levels of commitment from its staff. You will be expected to show enthusiasm and creativity in your role. There is no doubt that this exciting new post offers an exciting opportunity for someone who has the enthusiasm and commitment to work together to provide the highest quality environment for our pupils.

We are a friendly and hardworking school and are proud of our achievements in all areas of school life. Our dedicated and enthusiastic staff have high expectations of our children and endeavour to support them in making excellent progress, in developing as individuals and in contributing to the life of the school.

We believe in working together so that all our children enjoy a happy, successful and fulfilling time at Hallbrook and value highly the positive relationships we build between children, parents, staff, governors and local community.

Our website will give you an idea of our school, its vision, aims and values, as well as further information about the life of Hallbrook Primary School. Please do not hesitate to contact us if you would like to book a visit or have any questions and would like to discuss the position here before making an application.

Applications should be made to the Business Manager, Phil Burton at [business@hallbrook.leics.sch.uk](mailto:business@hallbrook.leics.sch.uk) by 12:00 on Friday 8<sup>th</sup> May.

We very much look forward to receiving your application.

Tracy Withers  
Executive Head Teacher

# Safety and Compliance Admin Officer

Salary	Grade 6 - £10,298
Hours	16 hours per week 52 weeks per year 07:15 – 09:15      four days 7:15 – 16:00      one day per week
Line Manager	Trust Business Manager
Key Relationships	Head Teacher, Business Manager, Cleaning Team, Premises Officer

## Job Description

### Overall Purpose of Job:

In conjunction with the Headteacher and Trust Business Manager, the overall purpose of this role is to support the management, compliance and development of the school's health, safety and compliance processes and procedures. This will include managing school health and safety issues as they arise and meet the requirements of health and safety legislation. The role will also include an element of front office cover on a Friday.

### Main Responsibilities:

#### **Health and Safety**

- To deal first hand with general health & safety enquiries e.g. telephone, emails and website, liaising with other staff as necessary, and advising accordingly.
- To undertake all compliance and safety monitoring at the academy
- To be responsible for recording and acknowledging any health & safety queries or concerns, tracking and monitoring progress against actions.
- To be the main point of contact for organising health & safety audits, distributing reports as appropriate
- To maintain information in a confidential manner, adhering to GDPR.
- To provide administrative support to the Trust Health and Safety Officer.
- To assist the Facilities administration team as required.
- To monitor the Health & Safety software system, liaising with the MIS team to develop the system, reporting concerns to the Trust Business Manager.
- To create health & safety reports as required.
- To input and import data onto the on-line health & safety system as necessary
- To log and monitor RIDDOR incidents.

#### **General Tasks**

- To cover the main school office on a Friday.
- To open the school on a daily basis.

- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
- Make regular use of training, development and self-assessment processes to improve the quality of work.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To establish constructive relationships and communication with colleagues and other agencies/professionals.
- To treat all users of the Academies with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
- To carry out all duties in accordance with Academy Trust policies.
- To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of the Academy Trust.
- Flexibility of working hours to cover.

## Person Specification

Person Specification	Essential	Desirable
<b>Qualifications</b>		
Relevant experience in Health and Safety	✓	
Evidence of continuing professional development within a trade		✓
First aid certificate		✓
<b>Experience</b>		
Experience of working within a school setting		✓
Experience of managing a building and its facilities	✓	
<b>Knowledge</b>		
Knowledge and understanding of buildings and safety	✓	
Knowledge and understanding of Safeguarding and Child Protection		✓
Equal Opportunities issues		✓
Health & Safety and Food Hygiene Legislation	✓	
<b>Skill Competencies</b>		
Professionally discrete and able to always respect confidentiality	✓	
Proficient in ability to use ICT systems	✓	
Excellent interpersonal skills	✓	
Good organisational ability	✓	
A commitment to the school ethos	✓	
<b>Personal Attributes</b>		
Creative	✓	
Positive & enthusiastic	✓	
Patient, kind and approachable manner	✓	
Adaptable	✓	
Show Initiative	✓	
A willingness to learn	✓	
Able to work effectively as part of a team	✓	



## Success Academy Trust

Success Academy Trust is a multi-academy trust providing learning for children and young people aged from 2 to 16 years, including primary and secondary schools as well as preschools. We focus on improving school performance, while building leadership and character together.

We are passionate about the power of leadership and character development to maximise life chances, to build wellbeing and confidence, and to equip our young people, whatever their background, ability, interest of need, to make a positive difference in their local community and beyond. We believe that alongside great academic results, this focus ensures that our children will grow to shape the world around them, to make it a fairer, kinder and better place to live in. We believe that our focus on building leadership and character together for both children and adults makes us a special place to work and to learn.

Success Academy Trust and its academies offer a wide range of benefits for our employees which have been recognised by local education professionals which include:

Success Academy Trust entitlement to our trust training package as appropriate to career stage development, role and experience;

Success Academy Trust talent management development route within the Trust with a personalised career plan;

Success Academy Trust wellbeing for success – our own personal wellbeing and support package to help you flourish;

Opportunities to engage in furthering the Academy and Trusts priorities;