

Estates, Health & Safety Manager

37 hours per week, 52 weeks per year

Monday – Friday flexible hours

Bucks Pay Range 5

<p>Job Purpose</p>	<p>Working with the academy business manager to create an estates, health and safety culture that aligns with the academy’s core values. The estates team are essential to the smooth running of the academy. Key management responsibilities include:</p> <ul style="list-style-type: none"> • developing and promoting a positive Health and Safety culture ethos with staff and contractors • effective and efficient management of all Health and Safety, Fire Safety and Transport Safety matters, including policy implementation, monitoring and inspection, risk assessment, investigation and delivery of training • effective management of the academy estate • effective communication with all stakeholders
<p>Reporting To</p>	<p>Academy Business Manager</p>
<p>Accountabilities include but are not limited to:</p>	<p>Health & Safety Management</p> <ul style="list-style-type: none"> • ensure the academy has a robust and compliant approach to all health and safety matters, with safe systems and processes in operation in accordance with risk control • develop, review, evaluate, implement and manage health and safety policies and procedures, ensuring these are fit for purpose and meet legislative requirements • ensure health and safety policies are adhered to through regular audit, inspection and other monitoring methods and record all inspections on Parago software programme • devise and deliver appropriate Health and Safety training for staff and students to meet legal obligations. Where specialist external training is required, co-ordinate and manage this • develop and maintain health and safety training records and build a programme to ensure statutory training is continually updated • communicate with senior and middle leaders to build on our health and safety culture <p>Risk Assessment & Investigation</p> <ul style="list-style-type: none"> • develop a risk register and review programme to ensure risk assessments are in place and updated for all purposes including curriculum • use the software system Parago to record all risk assessments and investigations • provide support and training to curriculum departments to build an effective health and safety culture

	<ul style="list-style-type: none"> • investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports • carry out specialised risk assessments such as Display Screen Equipment, New & Expectant Mother and Fire Risk Assessments as required • receive and manage external inspections from the Local Authority or other statutory bodies such as the Health and Safety Executive with the Academy Business Manager <p>Supporting school trips, Estate Management and other adhoc projects</p> <ul style="list-style-type: none"> • oversee Health and Safety matters in connection with all school trips/excursions • oversee regular or ad hoc projects/events at the academy that present higher risk to students and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events. • assist the Academy Business Manager in all Health and Safety issues relating to the annual maintenance programme and strategic capital projects <p>Estates Management</p> <ul style="list-style-type: none"> • line management of site team including staff appraisals • be responsible for the maintenance of the site and work rotation • contribute to the strategic planning and development of the site, building a continual planned work programme • monitor the condition of the buildings and grounds by taking regular maintenance walks and recording defects on Parago • contribute to the management of site related projects • liaise with contractors on planned and routine maintenance and inspections and record on Parago • liaise with contractors regarding safeguarding and health and safety • carry out routine testing programme for fire and safety • establish compliance and maintenance work programmes on Parago ensuring all relevant documentation is uploaded, ie method statements, quotes, work permits etc • ensure the site is secure and safe
General Requirements	<ul style="list-style-type: none"> • participate in the academy's performance development review system • be aware of academy policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher • promoting the academy's policy on behaviour for learning and a commitment to providing a caring and stimulating environment for improving standards for all students • Undertaking other duties as reasonably requested by the Business Manager <p>The duties of this post may vary over time as the needs of the academy change.</p>

	<p>This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.</p> <p>The postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, without changing the general character of the role or the level of responsibility. Out of hours working may be required, these will be discussed with you and made by arranged if required.</p>
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The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

Postholder:

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....