



King's Group
Academies

"Opportunity and Success on a Global Stage"

Health and Safety Manager

Candidate Application Pack

Dear Candidate,

Thank you for your interest in the role of Health and Safety Manager. This is an exciting opportunity to join the Central Team here at King's Group Academies and have impact across our Trust.



Our diverse and ambitious schools are currently located in the South East, Berkshire and Hampshire. As a growing Multi Academy Trust we know how important it is to provide all our Heads and Principals with accompaniment on their journey of continuous improvement. We have therefore created this role to work with the Director of Estates to provide Health and Safety guidance, advice and challenge to our academy leaders.

We are seeking someone who shares our commitment to improving outcomes for all students, regardless of background or ability. You will be the kind of leader who is energised by and can facilitate collaborative working. We believe the right person will be passionate about excellence in education, possessing an ability to inspire and empower others to achieve demanding targets and embrace our international aspirations.

To be successful in this role you will be able to demonstrate to us your ability to have a personal impact on transformational change.

In return we offer incredibly supportive colleagues and opportunities to develop your experience as we grow. You will work flexibly, being home-based and travelling as needed to our academies. If you want to make a real difference to young people and have the vision, ambition and ability to think and work strategically, delivering high expectations and fostering a culture of openness and inclusion, we very much look forward to receiving your application.

Nick Cross
Chief Executive Officer
The Trust



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At [King's Group Academies](#) we share a vision of a [global community of pupils](#) and colleagues whose connection broadens horizons and fosters understanding. We have a passion for working collaboratively within our UK communities and more widely, promoting international citizenship. We believe that each and every pupil deserves teachers and school colleagues who are passionate about their success and seek to achieve this through positive partnerships with parents who hold us to account.

We place emphasis on colleagues working together to share expertise and drive strategy. Each of our academies contributes as part of a range of forums that cover aspects

including Teaching & Learning, Safeguarding, Curriculum, International, HR & Finance and our Head Teacher Board that meets regularly to support and share practice together. In addition to our forum approach, our Senior Leadership Teams are enabled by their Local Governing Bodies and the trust central team.



Each one of our academies has its own identity, history and context, which we embrace. We also share similarities in our commitment to continuous improvement and educational excellence. We all work towards *opportunity and success on a global stage* for all our students.

We currently comprise fourteen academies across Berkshire, Hampshire and Sussex. You would be joining our central team and will therefore travel to our academies as needed. The trust is working for sustainable growth and academy improvement, giving a firm foundation for our leaders to deliver our mission to equip all pupils with the confidence, knowledge, skills and values that will enable them to thrive in the modern world.





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Job Description: Health and Safety Manager

Reporting to

Director of Estates

Job Purpose

The Head of Health and Safety holds the strategic responsibility and accountability for all health and safety compliance, implementation and strategic safety development for the Academies. Policy and decisions made by the Head Teachers and other members of the MAT Exec Team will be guided by the advice and recommendations of the Head of Health and Safety.

Overseeing the effective management of health and safety control measures and processes in accordance with current legislation and the MAT's and Academies' Policy and Procedures.

The Head of Health and Safety is the Trust's Fire Officer and Chair of the Academies Health and Safety Committees.

The Head of Health and Safety will work in partnership with the Estates department and Academies throughout the trust.

Key Accountabilities

- To develop, implement and monitor Health and Safety Policy and Procedures to ensure the effective implementation of the MAT's Statement of Safety Policy and ESFA Safety Policy Guidelines.
- To advise the Director of Estates on the safety implications resulting from legislative developments or any situations likely to require changes in Safety Policy or provision.
- To instruct Headteachers, Managers and Health and Safety Representatives in the development, implementation and evaluations of risk assessments and safety audits in all Academy Curriculum areas and support Departments.
- To Chair the Academies termly Health and Safety Committee including maintaining a tracker of actions and holding people accountable for carrying out these actions.
- To produce the annual Health and Safety Report for the Board of Governors. This is a comprehensive report including retrospective data, future legislative changes etc.
- To manage external Health and Safety related relationships such as with Public Health England and the Local Authorities, this will include being the MAT's sole



representative on external panels and stakeholder meetings relating to Health & Safety.

- To ensure that all safety procedures and recording systems are regularly reviewed and maintained, including appropriate action on notified hazards and the recording of accidents.
- To advise regarding First Aid provision across all sites including training for all first aiders, producing a rota of first aiders and ensuring the Academies are compliant with regards numbers of qualified first aiders, and ensuring that all First Aid boxes are fully supplied and up to date.
- To arrange, schedule and retain records of occupational health surveillance for identified staff at risk of specific hazards such as noise, fumes and vibration.
- Anticipate and interpret changes in the broader sector, legal and environmental plans and strategies.
- Understand the chemicals and any/all potential safety and environmental hazards used/present at Academy sites, take steps to reduce the use of problematic chemicals and to mitigate any potential safety and environmental health hazards.
- On an annual basis, to conduct Departmental safety inspections and manage any identified actions.
- Ensure that specified L93 control measures for radiation sources are observed and that the Academies has an externally procured Radiation Protection Supervisor in place and that audits are completed by Radiation Protection Officer on an annual basis.
- Ensure that specified L93 control measures for radiation sources/audits are assessed annually by a procured 3rd party.
- Independent of Estates, manage contractors as required for the compliance with H&SAW regulations.
- Undertake immediate and root cause accident investigations for reportable accidents to MAT staff, pupils and visitors in line with HSE guidance and accredited training.
- Ownership and training of annual Personal Emergency Evacuation Plans for Academy staff, pupils and visitors.



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- Liaise and manage inspections or audits by relevant external bodies, e.g. HSE, EHP, Fire Service etc.
- To represent the MAT at internal and external events related to Health and Safety and advise on the implications likely to affect the organisation.
- To undertake such other duties as may be reasonably required and are commensurate with the grade of the post.

Responsibilities/Duties/Activities

The duties of the post fall into four main areas of responsibility:

1. Strategic management and development of the MAT's Health and Safety systems in line with the Academies values and legislative requirements. This includes making recommendations on the Academies response to strategic issues to the Headteacher that are relied upon and implemented.
2. Providing specific guidance, information and knowledge as a team member of the Critical Incident Management Team of each Academy. This includes upon arrival taking a leading role in the event of a critical incident, such as being the main contact with Police and other emergency services.
3. To be the person responsible for Fire Safety in all Academies buildings/premises.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety & security, confidentiality and data protection.
- Role model excellent leadership and management in these areas.
- Ensure concerns are reported immediately to the delegated colleague.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant legislation, policies & practices.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of KGA's Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.



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- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.



Person Specification	Essential	Desirable
Up to date Extensive practical experience in H&S matters within either education or industry.	✓	
Experience of raising standards and profile of Health and Safety.	✓	
Experience of line managing staff.	✓	
Have an understanding of the auditing process for work-based learning.	✓	
Knowledge of H&S and Fire Safety legislation.	✓	
Specialist knowledge in specific subject areas such as asbestos, fire and gas safety.	✓	
Positive and realistic approach to problem solving.	✓	
Ability to communicate at all levels of management and staff in general.	✓	
Ability to deal with sensitive issues both internally and externally.	✓	
Have the confidence to be able to both work under direction and on their own initiative.	✓	
Dynamic approach to change and development.	✓	
Education to 2 A' levels (or equivalent) . Relevant professional qualification such as NEBOSH Dip or working towards.	✓	
HSS 5 accident investigation certificate or equivalent.	✓	
HSS 8 – Review of health and safety in the workplace.	✓	
Ability to work flexibly (e.g. possibly evening and weekend work) Must be able to respond to emergencies out of normal hours.	✓	
Worked both within the education and the private sector in one or more different vocations.		✓
Member of IOSH or progressing towards MIOSH.		✓
Holds NEBOSH Diploma or similar.		✓
Hold an assessor or teaching qualification.		✓



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The salary range for this role is £47,185 - £49,574 (L1-L3). The successful candidate should ideally be able to start as soon as possible.

This is a remote-based position, with required travel across the geographic area of King's Group Academies.

If shortlisted, you will be invited for an in-person interview with Paul Marks, Director of Estates (paul.marks@kingsacademies.uk), and Kevin Rochester, Head of Estates (krchester@kgahampshire.uk). Interviews will be held at an academy in Hampshire, with further details provided upon selection.

To apply, please complete our application form and email it to CentralHR@kingsacademies.uk. The application form is available for download on KGA's vacancies page [here](#).

The application deadline is 3pm on **Friday, 30th August 2024**.

King's Group Academies is committed to the safeguarding and promotion of the welfare of all children and young people, we expect all of our staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. Our recruitment has safeguarding at the heart of the process.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.