

Job Description

Post title	Specific Responsibilities Include: Health & Safety Manager/ Transport Lead
Job Evaluation	Yes/No
Grade	7
Service	Schools
Service area	Villa Real School
Reporting to	The postholder will be accountable to Headteacher
Location	Your normal place of work will be Villa Real School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description Of Role

In consultation with the Headteacher and School Business Manager, to:

- Manage, develop and support the cleaning team and the school to ensure high standards and to contribute to the aims of the school.
- Ensure the safety of the pupils, students and premises by writing, overseeing, monitoring and updating risk assessments for individual pupils/students, groups of pupils/students and staff and specific areas of the school, working alongside the leadership team to ensure that these are accurate and current.
- Manage all elements of health and safety including fire safety and associated risks to the school through the process of risk assessment.
- Transport Lead

Duties and Responsibilities

Specific Responsibilities Include:

Health and Safety:

- Acting as the main Health and Safety Officer for the School, ensuring a safe working and learning environment in accordance with relevant legislation.
- Preparing Health and Safety reports for the Governors.
- Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, Governors and Local Authority.
- Keeping up to date with changes to legislations, (especially health and safety) and best practice in facilities management.
- Lead and ensure classroom staff complete individual pupil/student risk assessments including complex feeding plans and staff medical risk assessments.

- Monitor and evaluate the quality of all risk assessments with the SMT.
- Support key staff in the writing and implementation of key area risk assessments e.g., Visits, Alternative Provision, Evolve Lead.
- Support with transitions of high-risk students around school.
- Hydrotherapy pool deputy.
- Provide ad hoc cover for the caretaker re: small house keeping issues and locking up.
- Attend SMT meetings on a monthly basis to report on health and safety throughout the school.
- Accurately record and upload accidents to the health and safety team, liaising with them when necessary and ensuring that any recommendations are actioned.
- Attend safeguarding monitoring sessions with SMT & Governors.
- Be a member of the First Aid team.
- Drive mini bus or own vehicle as cover.

Premises:

- Line management of the cleaning team.
- Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training.
- Ensuring effective and efficient deployment of staff including medical risk assessments.
- Responsibility for ensuring the security of the site and buildings in term time.
- Managing and monitoring the maintenance of the site.
- Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried out on a regular basis including moving and handling equipment.
- Overseeing any new building works and refurbishment programmes and acting as appoint of liaison between contractors and the school.
- Initiate and keep records of regular fire practices and alarm tests. Complete and manage PEEPs.

Traffic Management (on a rota with the Caretaker):

- To be responsible and oversee on a daily basis the safety of students, staff and visitors ensuring that appropriate access/egress arrangements are in place.
- To liaise with Durham Transport team regarding any daily issues around pupil transport.
- To liaise with members of the local community ensuring areas around the school are kept clear for residents.
- Management of the school mini buses and MIDAS training.

General:

- Carrying out any other duties which may reasonably be required by the Headteacher or other members of SMT.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.