

**VILLA REAL SCHOOL**  
**Job Criteria – Health & Safety Manager**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
APPLICATION	<ul style="list-style-type: none"> <li>Fully completed Application Form</li> <li>Fully supported references</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>4 GCSEs or equivalent in Maths and English</li> <li>NVQ2 or equivalent qualification desirable.</li> <li>Evidence of Professional Development in Site Maintenance.</li> <li>Health and Safety at work qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Experience in operation of alarm systems and security procedures</li> <li>First Aid Training qualification</li> </ul>
EXPERIENCE	<p>Experience of:</p> <ul style="list-style-type: none"> <li>working successfully and cooperatively as part of a team.</li> <li>management of fire safety and associated through the process of risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school</li> <li>Deputy for hydrotherapy pool</li> </ul>
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> <li>Willingness to participate in development and training opportunities</li> </ul>	
SKILLS	<ul style="list-style-type: none"> <li>Access to a car or means of mobility support (if driving must have a current valid driving licence and appropriate insurance).</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>To work methodically, thoroughly and to a consistently high standard;</li> <li>Work under pressure to meet deadlines;</li> <li>Supervise a team and work alone as required;</li> <li>Good ICT skills;</li> <li>efficiently organise, prioritise and work to deadlines</li> </ul>	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>incident recording</li> </ul>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> <li>Knowledge of H&amp;S including COSHH and manual handling procedures and precautions;</li> <li>Awareness of health and hygiene procedures, including Individual Health Care Plans</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of security and health and safety issues and their practical application</li> <li>Knowledge of Moving and Handling of objects and pupils;</li> </ul>
PERSONAL ATTRIBUTES	<p>Ability to :</p> <ul style="list-style-type: none"> <li>Communicate with a team, reporting and passing on information as required;</li> <li>Communicate and liaise with contractors when required;</li> <li>Motivate when leading and supervising other members of the team</li> </ul>	