



# ESMS

A unique family of  
independent schools  
for boys and girls

## **JOB DESCRIPTION FOR HEALTH & SAFETY/COMPLIANCE OFFICER**

(January 2020)

### **TITLE**

**HEALTH & SAFETY/COMPLIANCE OFFICER**

### **JOB PURPOSE**

To be responsible for developing and promoting a positive Health and Safety culture amongst school staff and contractors across all three school sites.

To be responsible for the 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.

#### **OPTIONAL** (see below)

To be responsible for the schools' Data Protection policies/practices and compliance.

To be responsible for the schools' security policy and practice.

### **ACCOUNTABILITY**

Accountable to the Bursar through the HR Manager.

### **RELATIONSHIPS**

The post holder will have key relationships with the HR Manager, Estates Manager and the Bursar.

Deals with staff at all levels across the schools and needs to be able to do this effectively to raise the profile of Health & Safety and promote a safety conscious culture.

Works with the Senior Management Team on new and existing policies and procedures.

### **KEY TASKS**

#### **Key Duties/Responsibilities include:**

##### **Risk Assessment and Investigation (30%)**

- To ensure that appropriate risk assessments are carried out across the Schools and to advise staff with risk assessment responsibilities. Maintain a central register of risk assessments and ensure regular review as required.
- To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.
- To carry out specialised risk assessments such as Display Screen Equipment, New & Expectant Mother and Fire Risk Assessments as required.
- To receive and manage external inspections from the Local Authority or other statutory bodies such as the Health and Safety Executive and Scottish Fire and Rescue Service.

**Policy setting, guidance and compliance (30%)**

- To develop, review, implement and manage the Schools' Health and Safety, Fire Safety and Transport Safety policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.
- To ensure that the Schools have a robust and compliant approach to all Health and Safety, Fire Safety and Transport Safety matters, with safe systems and processes in operation.
- To ensure that policies are adhered to across the Schools through regular audit, inspection and other monitoring methods.
- To maintain Continuous Professional Development.
- To provide advice and guidance to staff and other users of the School, for example, contractors, visitors, parents and pupils as required.

**Supporting school trips, Estates and other ad hoc projects (15%)**

- To oversee Health and Safety matters in connection with all school trips/excursions, S1/S2 Projects, Carbisdale and Duke of Edinburgh activities.
- To oversee regular or ad hoc projects/events at the Schools that present higher risk to pupils and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.
- To assist the Estates Manager in all Health and Safety issues relating to the Schools' annual maintenance programme and strategic capital projects.

**Staff Training (10%)**

- To devise and deliver appropriate training for staff and pupils to meet the School's legal obligations in respect of Health and Safety, Fire Safety and Transport Safety. Where specialist external training is required, co-ordinate and manage this.
- To maintain Health and Safety training records and ensure that training is renewed as appropriate.

**Budget management and Administration (10%)**

- To manage the Health & Safety budget as delegated. To carry out all administration associated with the role.

**Meeting preparation and attendance (5%)**

- To prepare reports for the Queensferry Road and Ravelston Health and Safety Committees.
- To attend Health and Safety Committee meetings, Support Staff Management Committee meetings and any other meetings, as and when required, to advise and report on Health and Safety issues.

**Other**

- To carry out any other reasonable tasks or duties as requested by the Principal, Bursar or HR Manager.

## **OPTIONAL ADDITIONAL RESPONSIBILITIES**

**Data Protection Compliance (Optional – the salary would be reassessed for candidates who were able to take on a data protection compliance role in addition to the core Health and Safety role)**

- To take on the role of data controller for GDPR purposes.
- To manage, review and embed GDPR policies and privacy notices.
- To carry out audits, identify non-compliance and develop action plans.
- To develop and deliver training for staff.
- To liaise with external agencies as required.

**Security (Optional – salary would be reassessed for candidates who were able to take on a security remit in addition to the core Health and Safety role)**

- To provide advice to Senior Management and staff at all levels on matters relating to security.
- To liaise with Police Scotland as necessary, including maintaining appropriately close contact with the relevant Community Relations Officers for the Ravelston and Queensferry Road sites.
- To liaise with the Estates Manager on security issues as necessary.
- To maintain an Incident Log and appropriate security records, and thereby prepare a termly written Security report.

## **PERSON SPECIFICATION FOR HEALTH AND SAFETY/ COMPLIANCE OFFICER AT ESMS**

### **QUALIFICATIONS**

#### **Essential**

- NEBOSH National Diploma in Occupational Health and Safety
- Graduate member of IOSH

#### **Desirable**

- Chartered member of IOSH
- Graduate

### **EXPERIENCE**

#### **Essential**

- Proven experience in a similar role
- Experience of delivering Health and Safety training

#### **Desirable**

- Experience working in an educational environment
- Experience of transport safety management and sector 19 regulations

## **SKILLS AND ABILITIES**

### **Essential**

- Excellent verbal communication and interpersonal skills – able to interact with people at all levels
- Excellent written communication and report writing skills
- Engaging presentation and training skills
- Able to work without regular supervision/management
- Strong analytical and problem-solving skills
- Able to motivate people to change their behaviour
- ICT skills – good working knowledge of Excel, Word and Outlook
- Good attention to detail

## **REMUNERATION AND OTHER CONSIDERATIONS**

### **Hours of Work**

08.30 to 16.30 with 45 minutes (unpaid) for lunch, a paid working week of 36.25 hours. There is entitlement to a free school lunch during term time.

### **Holidays**

Entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the schools are closed. The schools' holiday year runs from January to December.

### **Salary**

Salary will reflect qualifications and relevant experience. The salary range is from £31,821 to £34,647 per annum (Points I31-I34 on the ESMS Support Staff scales as at 1 April 2019). Salaries are reviewed annually on 1<sup>st</sup> April.

### **Pension**

Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

### **Staff Benefits**

Staff are offered a range of benefits including: free school lunch during term time, staff school fees discount scheme (from August 2020), use of the schools' swimming pool and fitness room outside school hours, access to the schools' Employee Assistance Programme and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

## **APPLICATION PROCEDURE**

A letter of application, explaining your suitability for the post, addressed to Jonathan Molloy, Bursar, enclosing a full *Curriculum Vitae* and the names and contact details of two referees, should be sent by email to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is Wednesday 19 February 2020.**