

Seckford Foundation  
*a foundation for life*

# Work with us

**Health, Safety and  
Compliance Officer**  
Application Pack



## Health, Safety and Compliance Officer

£35,000 Full time, 35 hours per week typically 8am - 4pm.

We are looking to appoint an experienced Health, Safety & Compliance Officer to join our team, to be responsible for the effective management of all Health and Safety and Statutory Compliance (excluding safeguarding) matters for the Seckford Foundation, including policy implementation, monitoring and inspection, risk management, investigation and delivery of training.

You will be responsible for all matters relating to Health & Safety, Fire Safety, Risk Management, Staff Training and Data Protection and should therefore hold an accredited Health & Safety qualification, with a minimum of 5 years' experience in a similar role.

Outstanding interpersonal skills are a must, as is an ability to communicate effectively in both the written and verbal form. An ability to influence and negotiate is key as we aim to ensure robust ongoing compliance across the Foundation.

**Closing date: 9am on Monday 6th December.**

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*



## Benefits

- Competitive salary;
- Generous sick pay scheme;
- Personal accident cover;
- Pension Scheme;
- Access to our employee assistance programme;
- School fee remission;
- Other benefits: Free Parking onsite; Lunch is provided to all staff when the dining room is in operation

## POST TITLE: Health, Safety and Compliance Officer

Accountable to: Operations Bursar

### Job Purpose

The Health, Safety and Compliance Officer will be responsible for the effective management of all Health and Safety and Statutory Compliance (excluding safeguarding) matters for the Seckford Foundation, including policy implementation, monitoring and inspection, risk management, investigation and delivery of training.

### Key Responsibilities:

The key responsibilities are to include but not limited to:

### Health & Safety

- To investigate accidents and near misses, and report as appropriate, for example RIDDOR reports
- Advise the Foundation on Health, Safety, Fire and Environmental matters, interpret relevant legislation and promote safety awareness at all times
- Ensure Health & Safety policies and procedures and areas of Statutory Compliance across the Foundation are adhered to through regular audit and review
- Monitor Asbestos, Legionella, Dangerous Substances, PPE and COSHH registers
- Carry out COSHH risk assessments and update as necessary
- Undertake regular site inspections of the Foundation to ensure necessary compliance related activities are taking place
- Provide advice on the development of the health & safety policy and ensure robust health & safety management systems are in place across all departments through regular audit
- Provide advice on specialist areas including but not limited to noise, vibration, safeguarding machinery and occupational diseases.

### Fire Safety

- Monitor adherence to Fire Risk Assessment as necessary.
- Provide competent fire safety advice, training and technical support to the staff and pupils, monitoring and advising on the provision of suitable fire fighting equipment in all Foundation buildings through Fire Risk Assessment
- Develop and implement Fire Safety policies and procedures alongside Heads of Department to ensure compliance with legislation
- Ensure inspection, testing and maintenance of firefighting equipment is carried out and records kept
- Develop and implement suitable building evacuation procedures in conjunction with relevant heads of department
- Ensure fire drills are carried out in line with Foundation policy and maintain records of completion

### Risk

- Ensure risk assessments are completed and reviewed accordingly across the Foundation and advise/upskill those staff who have risk assessment responsibilities
- To carry out risk assessments as required, for example Display Screen Equipment
- To manage external inspections from any Local Authority or enforcing body
- Oversee and update as necessary the Risk Registers for the Foundation

### Staff Training

- To deliver appropriate training for staff and pupils to meet the Foundation's legal obligations in respect of Health & Safety.
- Co-ordinate any specialist external training that is required
- Liaise with HR to maintain Health & Safety training records and ensure training is renewed as appropriate

### Data Protection

- Assist the Operations Bursar to ensure ongoing data protection compliance across the Foundation
- Maintain records of Data Subject Access Requests and correspondence with the Information Commissioner's Office

### Other

- To prepare Health & Safety Reports for Health & Safety Committee Meetings
- Chair half-termly Health & Safety Committee Meetings, Senior Management Team Meetings as and when required to advise and report on Health & Safety Issues
- To ensure ongoing compliance of Woodbridge School with regards to Independent Schools Inspectorate (ISI) regulations
- Maintain up to date knowledge of ISI inspection related documentation, staying up to date on ISI regulations and processes

This job description is not exhaustive and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.



## GENERAL RESPONSIBILITIES:

### Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Seckford Foundation's Health and Safety Policy.

### Child Protection/vulnerable adults statement

The Seckford Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Foundation's Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

### Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

## The Person

QUALIFICATIONS & EXPERIENCE	E	D
NEBOSH National Diploma in Occupational Health & Safety		✓
Recognised safety qualification;	✓	

SKILLS AND ABILITIES		
Experience managing and advising on H&S matters	✓	
Experience of working in a school environment		✓
Strong understanding of Data Protection law		✓

PERSONAL QUALITIES		
Strong influencing and negotiating skills	✓	
IT literacy (word/excel/email)	✓	

GENERAL		
Self-motivated and pro-active	✓	
Passionate about Health & Safety	✓	

### SAFEGUARDING

Evidence of a commitment to promoting the health, welfare and safeguarding of children.



## Information for Applicants

The following notes are for guidance regarding the process if you wish to apply.

Please carefully read the job description, person specification and accompanying explanatory notes before applying as this may have implications for the acceptance of your application.

Application forms can be downloaded from the Foundation's website: [www.seckford-foundation.org.uk/vacancies](http://www.seckford-foundation.org.uk/vacancies)

Applications must be via an application form; a CV can be provided only as a supplement. Please return your application, preferably by email, stating '**Health, Safety and compliance Officer**' in the title line to: [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk)

You will receive a response to your application once shortlisting has been completed

If you have any questions regarding the application process please telephone 01394 615170.

## Find Us

### By rail

Woodbridge has its own mainline station, with regular services from London Liverpool Street, Ipswich, Norwich, Cambridge and Peterborough. The station is a 10 minute walk from the School through Woodbridge town centre.

### By bus

All bus services from outlying Woodbridge areas stop in the town centre, with many stopping on Burkitt Road close to the School entrance.

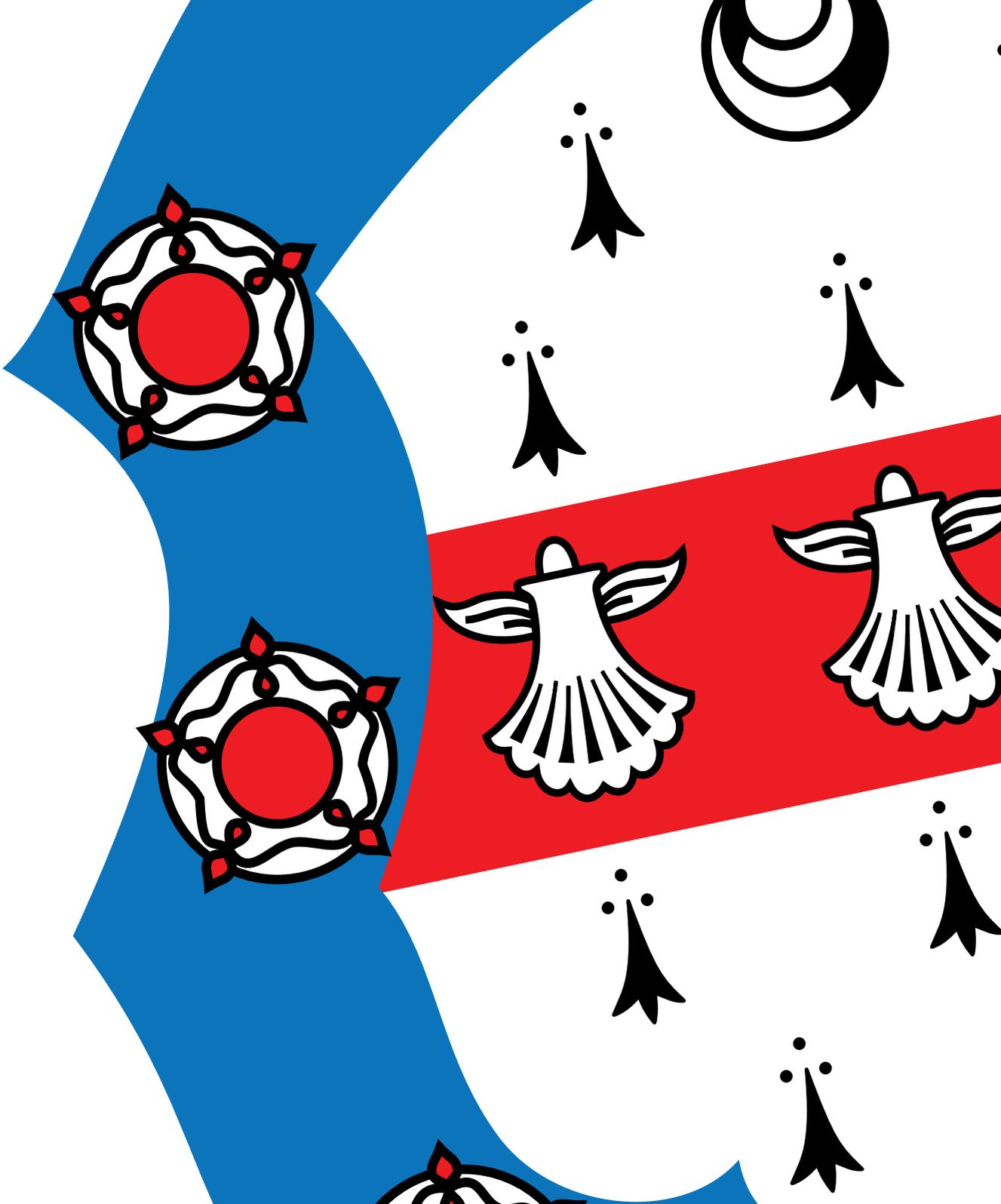
### By road

Woodbridge School is situated in the picturesque rural Suffolk town of Woodbridge, which is conveniently located on the A12 to the northeast of Ipswich, making it easily accessible via the UK motorway and road network.

### By road via the A12 to the Senior School

There are three exits from the A12 signposted Woodbridge. To reach the Senior School, use the "Dobbies roundabout" following the brown English Heritage signs for the windmill. Follow the windmill signs from the roundabout, past the police station on your left and turn sharp right at the T junction. Woodbridge School is the second exit on the left. Follow the road down to the main building, Marryott House.





Seckford Foundation  
Registered charity No. 1110964  
A limited company in England No. 5522615  
Registered office: Marryott House,  
Burkitt Road, Woodbridge, Suffolk IP12 4JJ