



Waterton Academy Trust Health and Safety Advisor Application Pack

Post title	Health and Safety Advisor
Location	Waterton Academy Trust Operations Office The Business Village Snydale Road Cudworth Barnsley S72 8RP
Salary & Grade	Grade 8 SCP 24-27 £33,024 to £35,745 (FTE) 20 hours – Actual Salary £17,851 - £19,322 per annum 25 hours – Actual Salary £22,314 - £24,152 per annum
Hours	20-25 hours per week, hours and working pattern to be negotiated. Full Year Permanent

Waterton Academy Trust is seeking a dynamic and enthusiastic Health and Safety Advisor who will take responsibility for developing and implementing health and safety plans, ensuring compliance and promoting a positive health and safety culture across all sites in the Trust.

The successful candidate will be responsible for the effective and efficient management of all health and safety matters including policy implementation, monitoring and inspection, risk assessment, investigating incidents and providing recommendations for improvement, and aiming to create a safe and compliant environment. With a high degree of autonomy, you will be confident in your communication, skilled at liaising with a wide range of stakeholders, and able to manage competing demands.

Although successful education experience would be a distinct advantage, we are also keen to hear from professionals from the wider business environment who can bring with them a wealth of transferable skills and expertise.

The position is based in our Operations Office at The Business Village Cudworth, working alongside Estates, Finance, IT and HR colleagues. While office based, the role will also involve travel to all sites within the Trust.

This is a wonderful opportunity to join a forward-thinking organisation where you will be supported to succeed.

We are looking for someone who:

- Has the drive, passion, and motivation to work hard in providing an excellent service for the Trust and its stakeholders
- Is conscientious and diligent in inspections and actioning remedies
- Will be highly organised and a confident communicator
- Has a good working knowledge of IT including Microsoft packages and management systems
- Will be a great team member, showing commitment and support
- Has the ability to engage with a wide range of stakeholders
- Has experience of working within a multi-site organisation
- Has the ability to build positive relationships with all staff throughout the Trust
- Will be adaptive in an ever-changing environment

In return, Waterton Academy Trust can offer:

- A supportive, happy, constructive, and forward-thinking central team
- A well-being package
- A cycle to work scheme
- An excellent pension scheme
- Generous annual leave entitlement
- The opportunity to work with colleagues from other departments and schools within Waterton Academy Trust
- A firm commitment to your professional development
- Friendly colleagues who believe there are no limits to what we can achieve for our children and staff

Next Steps

Further Details

For further information please visit, www.watertonacademytrust.org or contact Richard Perry, Head of Estates by email rperry@watertonacademytrust.org, or by telephone on 01924 240767.

We are always happy to talk to candidates who are thinking of joining our Trust. If you would like to arrange this, please use the contact details above.

To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to hr@watertonacademytrust.org by the closing date below.

Closing Date: 19 April 2024

Shortlisting: 22 April 2024

Interviews: 30 April 2024

Start date: As soon as possible once all pre-employment checks have been successfully completed

Dear Applicant



Thank you for your interest in the post of Health and Safety Advisor at Waterton Academy Trust. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills, and experience to apply for the position.

Our Trust came in to being on the 1st of September 2014. Our 13 primary, infant, and junior schools, 2 Assessment Resource Units and 4 Pre-Schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national, and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to support our schools in shaping the lives of all those in the Waterton family.

As a key member of the central support team, you will also have the opportunity to work alongside partners across our academies and with key external partnership providers.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE
Chief Executive Officer



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Our Trust Central Team provide efficient and high-quality service to myself as Headteacher and the school. Having such a crucial role within our Central Team structure is invaluable as we have made savings through key contract reviews which impacts the school and our children positively.

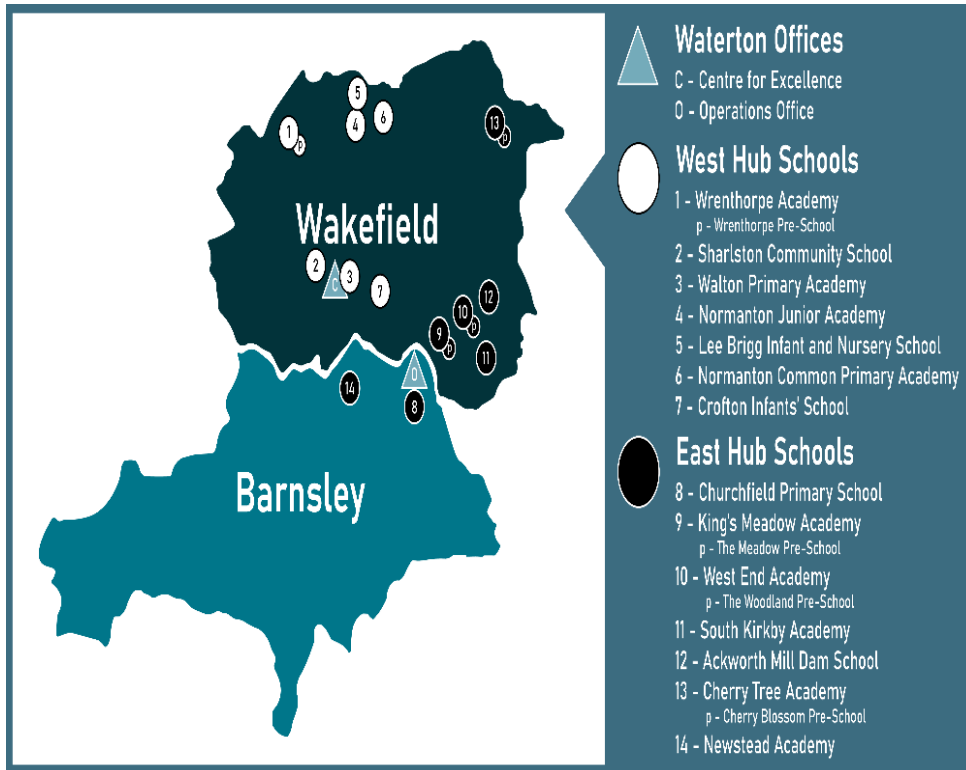
Luke

Headteacher



About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.



The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

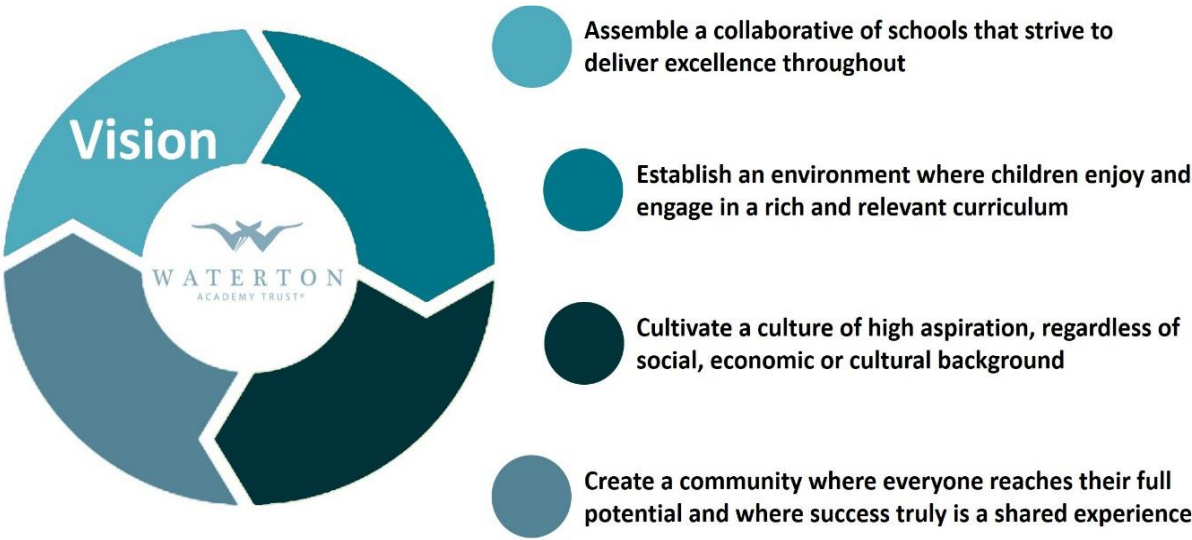
There are currently fourteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.

Governance

The Trust model of governance is based on two geographical hubs and is built to ensure scalability and clear lines of communication between all levels of governance. The Members of Waterton Academy Trust commissioned a review of Governance by the CST which took place during the academic year 22/23. The findings of the review were extremely positive and reaffirmed our belief that the Trust has a robust and fit for purpose governance model.



Our Vision, Values and KPIs



Job Description



JOB SPECIFICATION

Job Title:	Health and Safety Advisor
Reporting to:	Head of Estates
Grade:	G8
Workplace:	Based at Waterton Trust Operations Office (Cudworth) with hybrid working and travel across all Trust sites

Purpose of the Post:	<p>To be the responsible named officer for maintaining health and safety requirements, you will be at the forefront of implementing safety measures and promoting a culture of awareness throughout the Trust.</p> <p>Working as part of the Estates team you will work collaboratively with others from across the Trust in providing professional advice and guidance on all aspects of health and safety. You will conduct regular audits and inspections to monitor and confirm all activities are carried out in accordance with current health and safety policies to ensure that the Trust remains compliant and continues to embrace best practices in health and safety.</p>
Responsibilities	<ul style="list-style-type: none">• Monitor the safety of Trust operations and premises by conducting audits and inspections to ensure all activities are carried out in accordance with current health and safety policies. Prepare reports and make recommendations for improvement as necessary.• Ensure there is a robust process for risk assessment across the Trust. Advise on the implementation of risk assessments and safe methods of operation and support managers in conducting risk assessments.• Provide expertise where required, to ensure that appropriate individual risk assessments are in place, such as personal emergency evacuation plans, educational visit assessments, sports day assessments etc.• Carry out fire risk assessments on all Trust building and locations, advise on fire safety issues within these locations. Work with headteachers and managers to ensure actions are put in place to remedy any issues identified.• Maintain and monitor the Trust's risk assessment register.• Manage the asbestos containing materials present in the Trust estate, manage asbestos registers, action recommendations as appropriate and be the Trust nominated Asbestos Manager• Work alongside colleagues in the estates team to ensure all equipment across the Trust estate complies with regulatory requirements.• Review reports of all accidents, near misses and dangerous occurrences. Work with headteachers and managers as part of the investigation process to ensure procedures are put into place to prevent such incidents and injuries from recurring. Ensure RIDDOR cases are reported to the Health and Safety Executive appropriately and punctually. Provide reports and produce statistics for managers to identify any trends and provide advice on remedial actions as required.• Work with headteachers and managers to co-ordinate the first aid provision and ensure sufficient qualified persons and supplies are available at all Trust premises.• Advise and coordinate the health and safety management on a range of specialist areas, e.g. fire regulations, COSHH, working at height, tree management, playground safety. etc.

	<ul style="list-style-type: none"> • Carry out DSE workstation assessments for colleagues as required. • Contribute to the Trust's training plan for health and safety by identifying training needs at all levels in the organisation and participate in the delivery of training if required. • Support colleagues to ensure sufficient contractor monitoring arrangements are in place to confirm requirements are met and assure compliance for all maintenance and improvement works. • Support colleagues to carry out assessments to ensure procurement of the correct specialised equipment when required. • Provide advice and guidance on all aspects of health, safety and welfare to the Trust Board, Senior Leadership Team, Headteachers and Staff as appropriate. • Provide robust health and safety governance by assisting the Trust on all relevant legislative and regulatory compliance matters and ensure policy and procedures are kept up to date. Contribute to the development of policies, procedures, and systems to improve health and safety compliance. • Monitor and research new health and safety legislation and best practice to provide the Trust with guidance on implementation and compliance. • Work with colleagues to promote and maintain a positive health and safety culture across all areas of the Trust. Promote and champion health and wellbeing to staff.
Expectations of All Employees	<ul style="list-style-type: none"> • Full working knowledge and compliance with Trust policies and procedures. • Be aware of and support difference and ensure equal opportunities for all. • Working knowledge of the education sector. • Contribute to the overall ethos/work/aims of the Trust and member academies. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required.
Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Responsibilities for Resources:	<p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: Effective use of materials and resources Travel between sites on a frequent basis</p>
Customers and Clients:	The post involves direct impact on the health, safety and wellbeing of pupils and staff through undertaking tasks or duties related to the post.
Working Conditions:	Office based but with regular site visits (which given the nature of the role may be outside with exposure to any prevalent weather conditions).
Characteristics of the post:	Employees are encouraged to participate in training activities to enhance their own personal development.

	<p>The employment checks are required:</p> <p>Evidence of entitlement to work in the UK.</p> <p>Evidence of essential qualifications – see job specification</p> <p>Two satisfactory references</p> <p>Confirmation of medical fitness for employment</p> <p>Registration with appropriate bodies (where applicable)</p> <p>The following employment checks are required for those positions which are based in a Trust/school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. online DBS check at the relevant level</p>
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Being part of the Central Team is very rewarding and fulfilling. I enjoy the work as you feel like you are making a difference on a daily basis to the schools we support. We have excellent relationships with staff not only within the Central Team, but across the schools and with our external suppliers.

Paula

Business Support Officer (Estates)





Person Specification

Title	Health and Safety Advisor
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AF: Application Form

I: Interview

CQ: Certificates/Qualifications:

R: Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	NEBOSH General Certificate in Occupational Health and Safety	X		AF/CQ
	Full Driving Licence	X		AF/CQ
	NEBOSH National Diploma in Occupational Health and Safety		X	AF/CQ
	Chartered membership of a national professional health and safety body, for example IOSH, or working towards.		X	AF/CQ
	NEBOSH Fire Safety Certificate		X	AF/CQ
Experience				
Ability to undertake duties of the post	Previous experience in a similar professional health and safety advisor role	X		AF/R
	Experience of delivering health and safety advice, preferably in a multi-site organisation.	X		AF/I
	Experience in undertaking inspections and site visits to produce audit reports and make recommendations for improvement as necessary.	X		AF/I
	Experience in maintaining accurate records within various data management systems.	X		AF/I
	Experience of developing a health and safety strategy and culture that meets the needs of diverse users and stakeholders	X		AF/I
	Experience of working alongside outside contractors and on maintenance projects to ensure health and safety compliance including CDM regulations		X	AF/I

	Previous experience of working in an education setting		X	AF/I
Knowledge				
	Up to date knowledge of occupational health and safety legislation and regulations across a broad range of work areas	X		AF/I
	Strong understanding of risk assessment requirements and ability to support others in producing robust risk assessments for a broad range of activities.	X		AF/I
	Working knowledge of fire safety regulations and experience in carrying out fire risk assessments.	X		AF/I
	Ability to engage with a range of stakeholders and relate well to children	X		AF/I
	Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	X		AF/I
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		AF/I
	Good standard of literacy and numeracy, able to produce accurate performance reports as well as verbal and written reports to varying audiences.	X		AF/I
	Ability to promote a health, safety, and wellbeing culture across an organisation.		X	AF/I
	Understanding of the standards required of schools including the safeguarding of pupils, building compliance, regulations, and maintenance regimes.		X	AF/I
	Knowledge of budget management in relation to premises, sourcing contractors etc.		X	AF/I
	Working knowledge of Microsoft software packages.		X	AF/I
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Proactive and forward thinking with the ability to work autonomously	X		AF/I
	Rigorous and methodical with the ability to multi task, prioritise and effectively manage large volumes of requests and data	X		AF/I
	Excellent time management skills and ability to meet tight deadlines with conflicting demands	X		AF/I

	Ability to respond appropriately and objectively to emergency situations	X		AF/I
	Desire to see works completed to a high standard and committed to the provision and improvement of quality service provision	X		AF/I
	Ability to understand, interpret and apply relevant legislation where required	X		AF/I
	Confident in providing training, advice and support to colleagues across the organisation	X		AF/I
	Creative, enthusiastic, motivational, and proactive, keen to embrace new ideas and challenges.	X		AF/I
	Open to giving and receiving feedback by way of challenging poor behaviours and seeking positive improvements.	X		AF/I
Suitability to work with children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R DBS Disclosure
	Ability to work in a way that promotes the safety and well-being of children and young people	X		AF/I/R DBS Disclosure
Additional Requirements				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	Work in accordance with the Trust's core values and behaviours	X		AF/I
	Travel in connection with the post	X		AF/I
	A commitment to equality/diversity in the workplace and the wider educational community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I



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Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees, and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex, and sexual orientation.



WATERTON

ACADEMY TRUST®



Waterton Academy Trust
The Grove, Walton,
Wakefield,
WF2 6LD