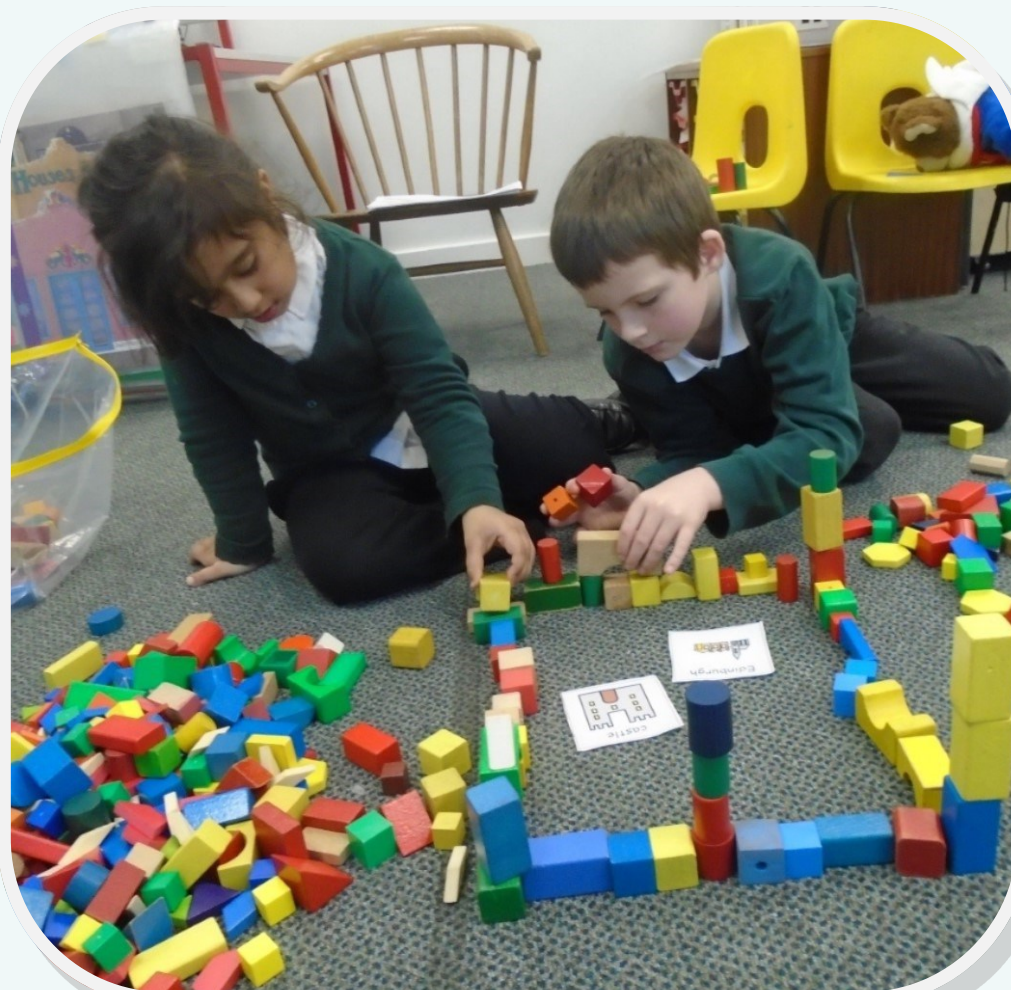




HEALTH SAFETY & WELFARE MANAGER

Whole School



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Description

Kennel Lane School: Oct' 2026

Job Title:	Health Safety & Welfare Manager
Reporting to:	Headteacher
Actual Salary:	BG-H points 15 – 24 (7 points) £25,150 – £31,345 per annum, plus £610. London fringe allowance. On successful completion of PRICE (school behaviour management training) an additional £1289. Special Education Needs allowance NB: Salary is being reviewed
Working Pattern:	35 Hours p/w, <u>Term Time</u> plus 5 days (39 weeks) Paid weeks per year 44.7 (including 5.7 weeks holiday pay)

Job Purpose:

- Lead proactively on all Health, Safety and Welfare matters across the school, ensuring compliance with all relevant legislation, regulations and Trust policies, and striving to promote best practice that exceeds statutory requirements wherever possible.
- Develop, implement and monitor effective risk management processes and systems, ensuring they reflect current legislation, recognised best practice and the specific needs of a Special Educational Needs (SEN) environment.
- Support the Extended Leadership Team in assessing, creating and maintaining a safe, inclusive and supportive environment that enables all members of the school community to thrive and contribute to the school's vision, values and strategic objectives.
- Build and maintain effective working relationships with the Finance Lead, Site Manager and other key stakeholders. The post holder will take operational direction from the Trust's Director of Operations whilst working closely with the Headteacher, who retains overall responsibility for Health, Safety and Welfare across the school.
- Contribute to the development of a positive safety culture that supports the wellbeing of learners and staff, including those with complex needs, and promotes safe working practices across all areas of the school.

Health, Safety, Medical and Incident Management

- Lead on the investigation of all incidents occurring on school premises, ensuring compliance with statutory reporting requirements and internal procedures. This includes, but is not limited to, accidents, slips, trips, medical incidents, injuries, and near misses.
- Assess workplace environments throughout the school to identify potential hazards and risks to health, safety and wellbeing, implementing appropriate control measures where necessary.
- Maintain accurate and confidential records of incidents, accidents and investigations using designated systems and databases, ensuring compliance with data protection legislation.
- Coordinate the inspection, maintenance and servicing of specialist equipment, including hoists, defibrillators and other equipment used to support learners and staff.

Swimming Pool Management and Safety

- Work alongside the Pool Plant Operator on all matters relating to the safe operation, management and compliance of the school swimming pool and associated facilities.
- Ensure the swimming pool operates in accordance with current health and safety legislation, recognised industry standards, Trust policies and risk management procedures.
- Develop, implement and regularly review swimming pool operating procedures, emergency action plans (EAPs), normal operating procedures (NOPs) and associated risk assessments.
- Work in partnership with the Swimming Instructor, Site Manager, external contractors and other relevant stakeholders to ensure the pool remains safe, compliant and fit for purpose.
- Oversee the monitoring, maintenance and documentation of pool water quality, plant room operations, servicing schedules and statutory inspections, ensuring appropriate records are maintained.
- Coordinate specialist training for staff involved in swimming activities and ensure appropriate levels of supervision, rescue competence and first aid provision are maintained.
- Investigate and report all swimming pool-related incidents, near misses and health and safety concerns, implementing corrective actions where required.

First Aid and Fire Safety

- Line manage the school's First Aiders, including Mental Health First Aiders (MHFA), and Fire Wardens, acting as the first point of contact for advice, support and operational matters.
- Maintain and regularly review First Aid, MHFA and Fire Warden provision across the school, working collaboratively with departmental leaders and Human Resources to ensure appropriate coverage.
- Lead and coordinate specialist training for staff, including but not limited to First Aid and other specific health and safety-related training.
 - Monitor training compliance and ensure qualifications and certifications remain current, arranging refresher training as required.

Risk Assessment and Risk Management

- Support, develop, review, update and implement a wide range of risk assessments across the school.
- Risk assessments may include, but are not limited to:
 - Curriculum and classroom activities
 - Educational visits and off-site activities
 - Individual learner needs and behaviours
 - Slips, trips and environmental hazards
 - Specialist equipment and facilities
 - Emergency planning and response
- Work in partnership with the HR Manager to undertake staff risk assessments and support Occupational Health referrals where appropriate.

Auditing and Compliance

- Conduct audits of health, safety and wellbeing practices, policies and procedures, providing recommendations and reports to the Headteacher and Senior Leadership Team.

- Support with insurance inspections and audits, ensuring all required documentation and evidence are prepared and available within agreed timescales, as required.
- Review accident, first aid and incident reports, identifying trends and implementing action plans to address recurring risks.
- Carry out Display Screen Equipment (DSE) assessments and workplace ergonomic reviews, providing recommendations to support staff wellbeing and compliance.

Strategic Health, Safety and Wellbeing Leadership

- Foster a positive health, safety and wellbeing culture throughout the school, promoting shared responsibility and continuous improvement.
- Work collaboratively with colleagues across the school and Trust to ensure compliance with health, safety and wellbeing legislation, policies and procedures.
 - This may include working closely with the Extended Leadership Team, Human Resources, Site Team, Swimming Instructor, Educational Visits Coordinator and external agencies.
- Conduct investigations into incidents, concerns or emerging risks, producing detailed reports and recommendations to safeguard the welfare of learners, staff and visitors.
- Act as the school's professional adviser on health, safety and wellbeing matters, providing guidance and support to staff at all levels.
- Develop, review and implement policies, procedures, guidance documents and risk management frameworks that reflect current legislation and best practice.
- Contribute to school development and improvement planning, ensuring health, safety and wellbeing remain integral to the school's strategic objectives.
- Support the unique requirements of a Special Educational Needs environment, ensuring health and safety arrangements appropriately consider learners' medical, physical, sensory, communication and behavioural needs.

Wellbeing and Operational Support

- Lead the school's Staff Wellbeing Group, coordinating meetings, agendas, action plans and initiatives that promote staff wellbeing and engagement.
- Maintain accurate and up-to-date school premises information, including room names, numbering and site plans.
- Provide administrative and operational support to wider school functions as required and agreed with the HR Manager.

Safeguarding and Behaviour Support

- Maintain up-to-date safeguarding training and ensure safeguarding principles are embedded in all aspects of practice.
- Comply fully with the school's safeguarding policies, procedures and statutory responsibilities.
- Attend and maintain PRICE (Protecting Rights in a Caring Environment) training and participate in PRICE interventions where required.
- Support the development of safe practices and risk management strategies relating to learner behaviour, wellbeing and positive behaviour support.

Budget Management

- Hold responsibility for the Health and Safety budget and ensure resources are managed effectively and within allocated budgets.
- Procure specialist equipment, training, consultancy services and other health, safety and wellbeing-related resources in accordance with school and Trust financial procedures.
- Monitor expenditure and provide budget forecasts and reports as required.

General

- The post holder may be required to support learners who display challenging, distressed, or unpredictable behaviours and must be able to respond appropriately using the school's PRICE-informed behaviour support practices.
- The duties and responsibilities described above are not an exhaustive list of the requirements of the role. The post holder may be required to undertake other duties, commensurate with the level and nature of the position, as reasonably requested. This description is intended to provide an overall indication of the role and should be regarded as guidance only.

Specification

Applicants should pay particular attention to the requirements in the Person Specification when completing their application.

Key

E = Essential / D = Desirable

A	Qualifications, Knowledge & Experience	E/D
A1	GCSE Grade 4/C, or equivalent, in Maths and English	E
A2	Relevant Health and Safety qualification (e.g. NEBOSH General Certificate, IOSH Managing Safely, NCRQ, or equivalent), or willingness to work towards an appropriate qualification	E
A3	Evidence of continuing professional development in Health, Safety and Wellbeing	E
A4	COSHH and LOLER training/certification, or willingness to undertake training	D
A5	First Aid at Work qualification and Fire Warden/Marshal training, or willingness to obtain these qualifications	E
A6	Excellent ICT skills, including Microsoft Office applications (particularly Excel), database management systems and electronic reporting systems	D
A7	Experience of working within a public sector, education, healthcare, local authority or similar regulated environment	D
A8	Experience of managing Health and Safety compliance, audits, inspections and risk assessments	E
A9	Experience of incident and accident investigation, reporting and implementation of corrective actions	E
A10	Experience of developing and reviewing policies, procedures and guidance documents	E
A11	Knowledge of Health and Safety legislation and best practice relevant to schools and educational settings	E
A12	Knowledge of safeguarding and child protection legislation and procedures	E
A13	Knowledge of the Data Protection Act 2018 and UK GDPR requirements	E
A14	Knowledge of fire safety, first aid, risk management and workplace wellbeing practices	E
A15	Experience of managing contractors, specialist equipment and statutory servicing requirements	D
A16	Experience of swimming pool operations, safety management, water testing, NOPS, EAPs and associated risk assessments	D
A17	Experience of working with children and young people with Special Educational Needs and Disabilities (SEND)	D
A18	Knowledge of PRICE (Protecting Rights in a Caring Environment) principles and approaches, or willingness to undertake training	D
B	Competencies & Skills	
B1	Excellent numeracy, analytical and problem-solving skills	E
B2	Ability to identify hazards, assess risks and implement effective control measures	E
B3	Ability to undertake and review a wide range of risk assessments	E
B4	Ability to interpret legislation and translate requirements into practical school procedures	E
B5	Ability to provide professional Health and Safety advice and guidance to staff at all levels	E
B6	Ability to investigate incidents, analyse information and produce detailed reports with recommendations	E
B7	Strong organisational and time-management skills with the ability to prioritise competing demands	E
B8	High level of accuracy and attention to detail	E
B9	Excellent written and verbal communication skills	E
B10	Ability to communicate complex information clearly to a range of stakeholders	E
B11	Ability to work independently and use initiative when making decisions	E

B12	Ability to build effective working relationships with colleagues, external agencies and contractors	E
B13	Ability to remain calm and make sound judgements in emergency situations	E
B14	Ability to manage and monitor budgets effectively	D
B15	Strong record-keeping and administrative skills	E
B16	Commitment to maintaining confidentiality and handling sensitive information appropriately	E
C	Personal Attributes	
C1	Commitment to safeguarding and promoting the welfare of children and young people	E
C2	Commitment to equality, diversity and inclusion	E
C3	Understanding of and commitment to the school's vision, values and ethos	E
C4	A professional, approachable and supportive manner	E
C5	Ability to act with integrity, discretion and confidentiality at all times	E
C6	Flexible approach to work and a willingness to support wider school priorities when required	E
C7	Resilient, calm and able to work effectively under pressure	E
C8	Ability to demonstrate empathy, patience and understanding when working with learners, families and colleagues	E
C9	Commitment to continuous professional development and lifelong learning	E
C10	Willingness to undertake training relevant to the role, including safeguarding, PRICE, health and safety, and specialist SEND-related training	E
C11	Commitment to fostering positive working relationships and contributing to a positive organisational culture	E
D	Additional Requirements	
D1	The post holder must be willing and able to attend all mandatory training, including safeguarding, PREVENT, PRICE, first aid, fire safety and other training relevant to the safe operation of the school, including swimming pool management where required.	E
D2	The post holder may be required to work flexibly, including occasional variations to their normal working hours, to meet the operational needs of the school.	E