



**TRAFFORD &  
STOCKPORT**  
COLLEGE GROUP

# **Job Description and Person Specification**

## **Health and Safety Administrator**

## Job Description and Person Specification – Health and Safety Administrator

<b>JOB TITLE:</b>	Health and Safety Administrator
<b>DEPARTMENT:</b>	Premises
<b>RESPONSIBLE TO:</b>	Head of Health, Safety & Sustainability
<b>RESPONSIBLE FOR:</b>	Effective management of SHE services across the Group
<b>GRADE/SALARY:</b>	Scale 3/4

### OUR PURPOSE AND VISION

#### Purpose

Unlocking potential, for successful futures.

#### Vision

To lead the way for a city region where everyone has the education and skills to succeed in life and work.

#### Mission

Together we elevate skills, shape futures and transform lives.

#### Our Values

<b>Ambitious</b>	We believe in you. You can do it.
<b>Resilient</b>	See the challenge. Face the challenge. Emerge even stronger.
<b>Collaborative</b>	When we work together, great things happen.
<b>Inclusive</b>	This Place is for everyone, we all belong.
<b>Respectful</b>	Full respect. For each other, ourselves, and the world around us.

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### **JOB PURPOSE**

- Ensuring statutory compliance and being the primary contact in respect of all site matters, supporting with Risk Assessment, Emergency procedures, and proactively liaising with site occupants.
- Supporting in the effective management of SHE services across the Group.
- Assisting the Director of Premises in the deployment of the Group Property Strategy, including the administration of capital projects.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To support in the promotion of a culture of safety awareness, ensuring statutory compliance across all Campuses within the Group
- To support in ensuring that all Policies and Procedures are developed to enable the achievement of strategic aims and objectives
- To support in the effective operation of internal Management Systems
- Work closely with the Head of Health, Safety & Sustainability to ensure that all issues relating to the Estates function are addressed and that responses are prioritised
- To support in the management of First Aid provision and Fire Safety management
- Establish and maintain good working relationships with approved Contractors across the Group
- To arrange regular building evacuations, ensuring adequate arrangements are in place across all Campuses
- Support Estate Team Leaders in the safe use and maintenance of plant, equipment and materials of the department.
- Take a key role to participate in implementing the Business Continuity plan across all sites
- To ensure that all areas of SHE compliance are embedded across the Group and staff are aware of their specific roles & responsibilities
- Support in the promotion and implementation of environmental efficiencies, and work towards the reduction of the Group's Carbon emissions
- Assist in the implementation of ISO14001/45001 for all Group campuses
- To provide effective administrative support to the Director of Premises and Estates Management Team
- To carry out any other duties that may be reasonably required, commensurate with the grade at the initial place of work or at other locations within the Group's catchment area.

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### **Group Responsibilities:**

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Group as required.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.
- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

### **Safeguarding Children and Vulnerable Adults:**

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.

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- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

### **Equality and Diversity:**

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

### **Health and Safety:**

- To promote health, safety and welfare throughout the Trafford and Stockport College Group

### **Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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### PERSON SPECIFICATION <INSERT JOB TITLE>

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• IOSH Managing Safely</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH H&amp;S General Certificate</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of internal Management Systems</li> <li>• Knowledge and application of Risk Assessment and Incident Reporting &amp; Monitoring</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work Act Management of H&amp;S at Work Regulations</li> </ul>		
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong Organisational and Administrative Skills</li> <li>• Effective Communication Skills</li> <li>• Ability to support Risk Assessment Processes</li> <li>• Ability to work collaboratively</li> </ul>		
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to travel between locations</li> </ul>		
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principles of human rights and equality and how they underpin practice.</li> </ul>		

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<b>SAFEGUARDING</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and vulnerable adults</li></ul>		