



Job Description

Job Title	Estates Support and Health & Safety Auditor
Pay scale	PO3
Responsible to	
Purpose	To support the strategic and operational management of health and safety across the Trust by leading on the programming and undertaking Health & Safety internal audits, ensuring legal compliance, and embedding a culture of safety and continuous improvement acting as the Trust's competent person providing H&S advice. The post holder will also support the Estates Team to provide Strategic Estates Support, advice, and guidance to senior leaders, ensuring that premises-related planning, risk management, and compliance frameworks are aligned with the Trust's long-term educational and organisational goals. Working closely with the Central Estates Team and school based Estates staff, and senior stakeholders, the post holder will contribute to the safe, efficient, and forward-looking development of the Trust's estate.
Job context	Trust wide role requiring travel between all school sites.
Responsibilities	<p>Leading on Health and Safety and Auditing across the Trust's estate</p> <ul style="list-style-type: none">• Act as the trust's health and safety competent person.• Plan, lead and document a rolling programme of internal health and safety audits across all Trust schools and facilities.• Ensuring that audit process templates and processes are clearly established.• Develop and maintain a robust internal audit framework aligned with statutory requirements (e.g. HSE, DfE guidance) and the Trust's Health and Safety Policy.• Conduct thematic audits (e.g. COSHH, educational visits, first aid) and support schools with follow-up action planning and assurance reporting.• Provide written reports and analysis to the Head of Estates and executive team, identifying trends and areas of concern.• Provide support and guidance to schools in how to address audit recommendations in the most practical and efficient way.• Monitor progress against audit recommendations and escalate any non-compliance in accordance with Trust procedures. <p>Estates and Operational Compliance Support</p> <ul style="list-style-type: none">• Ensuring that Trust premises meet all relevant legislation and policy requirements including statutory inspections and record keeping.• Review maintenance and compliance documentation for accuracy and sufficiency, supporting site teams in readiness for external scrutiny.



- Supporting schools to carry out their own building conditions reviews.
- Assist schools to prepare for external assessments or inspections such as CDC surveys, HSE asbestos surveys etc
- Work with school-based staff and contractors to embed high standards of health and safety across all operational areas.
- Act as a point of contact for health and safety queries, guidance, and training support at local and trust level.

Incident and Accident Reporting and Recording

- Ensuring the consistent and accurate recording of incidents, accidents, near misses, and dangerous occurrences across the Trust in line with RIDDOR and internal procedures, through review, practical implementation and training on procedures.
- Support schools to complete investigations following incidents, ensuring root cause analysis is undertaken where appropriate.
- Collate and analyse incident data to identify patterns or systemic issues, and provide timely reports with recommendations to Trust leadership.
- Advise on corrective and preventative measures following incidents, and monitor their implementation to improve safety outcomes.
- Deliver staff training on incident reporting procedures, ensuring local teams are confident and compliant in their responsibilities.

Educational Visits Oversight

- Manage and oversee compliance of Educational Visits procedures across all schools.
- Ensuring schools are robustly using the Educational Visits system and ensure all necessary checks are completed.

Policy, Planning and Development

- Contribute to the review and development of Trust-wide health and safety policies and risk assessments in line with audit findings.
- Ensure site safety plans, emergency arrangements (e.g. lockdown, fire evacuation), and training records are regularly reviewed.
- Liaise with external advisors, insurers, and regulatory bodies where appropriate, representing the Trust in audit and compliance discussions.
- Contribute to the wider team's development of a strategic site plan for each building.
- Investigating and implementing wherever possible ecological environment friendly solutions and systems

Reporting and Systems



	<ul style="list-style-type: none">• Maintain accurate audit records using the Trust's Facilities Management Software.• Support with the management of the Trust's health and safety risk register and periodic reporting to senior leadership and Trustees.• Lead on developing a dashboard of tools and key performance indicators to provide a visual summary of audit outcomes and compliance across the Trust.• Ensure that manual and computerised records and filing systems relating to all areas within their remit are maintained as required.• Ensure compliance with general data protection regulations.• Keep up to date with relevant legislation and regulations including COSHH developments, and communicate relevant information to staff
Key Safeguarding responsibilities	<ul style="list-style-type: none">• To be alert to issues of safeguarding and child protection and to report any issues that arise in line with the Trust and individual academy procedures
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.• They shall attend events and meetings as required.• They shall keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate.

Person Specification

Attributes	Expectation	Essential	Desirable	Evidence
Qualifications	Appropriate qualifications and experience in the field e.g IOSH (certified or graduate membership) or NEBOSH qualification Further or higher education qualification/s in related fields	X X		Certificate and application form



Professional Experience and Knowledge	Previous experience of working in a Health & Safety Audit role, or a role with an audit function.	X		
	Knowledge of health and safety regulations relating to estates management.	X		
	Experience of working in the building/construction industry.		X	
	Experience of working in an educational establishment.			X
	Ability to build and form good relationships with students, colleagues and other Professionals.	X		
	Ability to work constructively as part of a team, understanding academy roles and responsibilities including own.	X		
	Ability to improve own practice/knowledge through self-evaluation and learning from others.	X		
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	X		
	Good standard of numeracy and literacy skills.	X		
	Ability to absorb and understand a wide range of information and deal with confidential issues Appropriately.	X		



	<p>Ability to operate a range of IT equipment, software and hardware and other specialised Resources.</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.</p>	X X X		
Personal aptitude, qualities and skills	<p>Initiative and ability to prioritise one's own work.</p> <p>Able to follow direction and work in collaboration with the line manager and the senior leadership team (SLT).</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>Efficient and meticulous in organisation.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of</p>			



	<p>personal responsibility for health and safety.</p> <p>Commitment to the trust's ethos, aims and its whole community.</p>			
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