

Job Description

Job title	Schools Health and Safety Manager
Directorate	Children and Adults
Division	Education & SEND (Planning and Access)
Range	MPR 6
Reports to	Capital Programme Manager

Main purpose of the job:

The Schools Health and Safety (H&S) Manager will serve as the principal advisor for all health and safety matters across Medway Schools and Academies, whilst ensuring full compliance with statutory obligations by delivering a robust, proactive, and forward-thinking H&S service. This includes the implementation, monitoring, and continuous improvement of safe systems of work, underpinned by rigorous audits and risk assessments. The Schools H&S Manager will champion a culture of safety excellence, embedding best practices and fostering a positive health and safety ethos throughout the education sector in Medway.

Key responsibilities include maintaining a strong partnership with Medway Corporate H&S through quarterly strategic reviews, highlighting emerging risks, incident trends, and performance metrics. The postholder will also lead the development and delivery of comprehensive Service Level Agreements (SLAs), encompassing school H&S audits, and tailored advisory services. Additionally, the H&S Manager will contribute to the strategic growth of the H&S service offered to schools by supporting development initiatives, ensuring the service remains competitive, innovative, and responsive to future opportunities.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

The postholder will provide Medway maintained schools and academies who buy into the H&S SLA service with advice relating to all aspects of health and safety controls and management for their sites, so that all schools are safe and compliant environments for pupils, staff and visitors. This includes, but not limited to,

- **Expert On-Site Support:** As a qualified health and safety professional with extensive experience in educational environments will provide practical, hands-on advice, support, and on-site assessments tailored to the unique needs of schools and academies.

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- **Comprehensive Safety Guidance:** advice on safeguarding the health and wellbeing of all stakeholders, including staff, pupils, contractors, visitors, and members of the public affected by school activities.
- **Access to Authoritative Resources:** A wide range of up-to-date health and safety documentation, including policies, procedures, best practice guidance, and regular newsletters to keep schools informed and compliant.
- **Audits/Inspections:** In-depth H&S audit to support statutory and delegated responsibilities, full report write up (via Safety Culture) provided to the school with any actionable recommendations (if applicable) for improvement and follow ups.
- **Radiation Source Inspections:** two yearly radiation source inspections in schools' science laboratories for establishments holding radiation sources, reporting finding to the head teacher.
- **Specialist and Technical Advisory Services:** Access to expert consultancy, including CLEAPSS science safety advice, ensuring compliance with specialist regulatory requirements.
- **Incident Investigation and Liaison:** Professional support in managing and investigating serious accidents, including those involving the Health and Safety Executive (HSE) or other regulatory bodies.
- **Training and Development:** The post holder will provide schools with access to accredited training, essential health and safety courses to build internal capacity and competence.
- **Educational Visits Support:** post holder will provide access to the *EVOLVE* system for managing off-site educational visits, including expert advice from a qualified Outdoor Education Adviser (OEA) to ensure safe and enriching experiences for pupils.

At manager's discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

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Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Capital Programme Manager.

The post holder will have line management responsibility.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

- Level 4 qualification in an industry recognised qualification
- Industry recognised qualification in Health and Safety such as NEBOSH/IOSH

Level B (in addition to level A criteria)

Level C (in addition to levels A and B)

- Degree Level qualification in a relevant subject or professional accreditation and membership of a recognised body – IOSH or equivalent.

Knowledge

Level A

- Knowledge of H&S legislation, regulations and standards and current best practice
- Knowledge of carrying out audits in an education environment
- Knowledge of risk assessment methodologies

Level B (in addition to level A criteria)

- Knowledge of stakeholder management
- Knowledge of the Safety Culture and EduFocus platforms
- Detailed knowledge of H&S legislation and statutory obligations for schools in ensuring a safe environment
- Extensive knowledge of Medway Council's H&S policy
- Knowledge of CLEAPSS and Evolve

Level C (in addition to levels A and B)

- Extensive knowledge of H&S legislation, regulations and standards and current best practice including occupational H&S standards.

Experience

Level A

- At least 3 years previous experience in a H&S role that demonstrates NEBOSH/IOSH attainment
- Experience in carrying out H&S audits
- Experience of carrying out RPO audits
- Experienced in conducting risk assessments and implementing control measures and monitoring compliance with health and safety regulations
- Demonstrable experience of handling and reporting of workplace incidents
- Demonstrable experience of Investigating workplace accidents and incidents and recommending preventive measures

Level B (in addition to level A criteria)

- Demonstrable experience of successful co-operation and team working with partner organisations
- Experience of analysing data, identifying trends forward thinking for annual SLA price review, recommendations to stay competitive and commercially viable.
- Experience of presenting H&S and RPO audits both written and orally to a variety of audiences.

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Level C (in addition to levels A and B)

- Ability to demonstrate experience of the advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge
- Demonstrable experience of continuous improvement in safety practices and procedures

Skills

Level A

- Demonstrable ability to conduct H&S and RPO audits and inspection.
- Ability to identify potential hazards and assess risks in schools and put sensible controls in place to protect the pupils, workforce and visitors.
- Proficient in the use of Microsoft Office, Word, Excel, PowerPoint, and Teams
- Able to drive and have access to a vehicle for work purposes
- Good organisational and time management skills, able to prioritise and manage own workload within the financial and academic year.

Level B (in addition to level A criteria)

- Working with and influencing multiple stakeholders including Teaching Staff, Governors, Support Staff and ideally experience of delivering solutions in an educational based environment.
- Demonstrable developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Proficiency in analysing data and trends to make informed recommendations and decisions to improve workplace safety

Level C (in addition to levels A and B)

- Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues
- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate.
- Advanced problem-solving skills, able to think creatively
- Expert in identifying risk and presenting realistic and practical solutions in relation to best H&S practices in schools.