



# JACK & JILL

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## FAMILY OF SCHOOLS

<b>Position</b>	Health & Safety and Compliance Manager
<b>Location</b>	All 3 Schools
<b>Reporting To</b>	Principal
<b>Hours</b>	Full time / Part time
<b>Salary</b>	Competitive
<b>Start Date</b>	ASAP

### Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection December 2017.

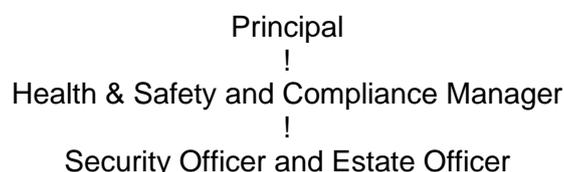
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

## Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## Structure Chart



## Purpose of Role

To ensure that the School meets its necessary legislative obligations and drive the continuous improvement of health and safety and compliance throughout the School to optimise a safe environment for children, parents and staff.

To develop the School's health and safety and compliance policies and practices and ensure that all staff understand and adhere to these standards. Responsible for training and supporting staff on health and safety.

To provide advice, support and guidance to the Strategic Leadership Team on all matters of legal compliance and health and safety management.

## Job Content

*This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools*

### 1. Strategic Direction

Develop health and safety management systems including quality assurance and compliance with statutory requirements. Manage and co-ordinate audits, including liaison with external contractors, as required.

Develop and support the School's health, safety and environmental strategy.

Develop networks within other schools to enable health and safety performance to be benchmarked.

Work with the Strategic Leadership Team to identify opportunities to reduce the School's environmental impact. Advise and lead on accessibility upgrades.

### 2. Compliance

Monitor health and safety risks and hazards across all Schools against agreed quality standards and promptly implement improvements where required.

Ensure compliance with legislation, including the Independent School Standards and incorporate any updates into the School's policies.

Ensure risk assessments are completed in compliance with Health and Safety legislation, always acted upon, regularly updated, appropriately filed and historically accurate.

Identify potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future.

Manage emergency procedures, such as fire drills and lock down, and organise emergency teams, such as fire marshals and first aiders.

Ensure the School is properly resourced and trained in First Aid and that individual care plans and medication are managed appropriately. Review, analyse and report on accident statistics.

Responsible for food hygiene/compliance and management of third-party catering provider.

Responsible for safety inspections to ensure health and safety incidents kept to a minimum. Carry out analysis and reporting of all incidents. Co-ordination of all internal repairs, liaising as appropriate with external contractors and School Administrators. Manage contractors whilst on site.

Ensure the security of all school sites, especially the entrance gate at Twickenham to ensure the safety of pupils, staff and visitors.

Manage the available resources, budget and equipment efficiently, according to agreed procedures.

### **3. Supporting Learning and Awareness**

Promote a positive health and safety culture throughout the School. Advise employees on how to minimise or avoid risks and hazards.

Train staff (including all new employees) in their responsibilities in relation to health and safety and ensure all staff are adhering to these standards so that standards are continuously improved.

### **4. Developing and working with others**

Challenge and engage with all staff to ensure a cohesive approach to health and safety and high standards and secure continual improvement.

Manage, motivate, support, challenge and develop the Security Officer and Premises Officer to set high standards and secure continual improvement including his/her own continuing professional development. Conduct induction and performance review meetings.

### **5. Safeguarding**

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

### **6. Other duties**

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

### What we can offer

The position of Health & Safety and Compliance Manager is a new position and an exciting opportunity for an individual with a recognised health and safety qualification to drive the continuous improvement of health and safety within a STEM focussed school environment.

The opportunity to work flexibly and be part of a Family of Schools that caters for children from the age of two up to the end of KS2.

### Person Specification

The criteria below will be assessed by the application form (A), interview (I).

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> <li>• Industry recognised qualification, such as the NEBOSH Diploma (or equivalent) is essential and evidence of up to date CPD</li> <li>• Graduate (or higher) membership of IOSH preferable</li> </ul>	A A
Experience	<ul style="list-style-type: none"> <li>• Credible experience in health and safety, ideally within the education sector</li> <li>• Experience of running training sessions &amp; supporting others on health and safety</li> <li>• Able to write health and safety policy and process documentation</li> <li>• Project management experience</li> <li>• Experience of carrying out health and safety audits</li> <li>• Experience of implementing and maintaining quality control systems</li> </ul>	A A, I A, I A, I A, I A, I
Leadership	<ul style="list-style-type: none"> <li>• Experience of developing, monitoring and evaluating the effectiveness of health and safety procedures</li> <li>• Evidence of managing, inspiring and motivating colleagues</li> <li>• Ability to make difficult decisions and follow them through</li> </ul>	A, I A, I, A, I
Vision	<ul style="list-style-type: none"> <li>• Supports our belief that health and safety requires focus, coherence and rigour</li> </ul>	I
Other Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills and good listening skills</li> <li>• Approachable and promotes positive working relationships</li> <li>• Excellent IT skills</li> </ul>	A, I I A, I
Behaviour	<ul style="list-style-type: none"> <li>• Demonstrates high standards of personal integrity, loyalty, discretion and professionalism</li> <li>• A calm, patient and reassuring manner</li> </ul>	I I
Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and welfare of all stakeholders</li> </ul>	I

## **Application Process**

To apply for the post, please complete the following documents and return to HR:  
[hr@jackandjillschool.org.uk](mailto:hr@jackandjillschool.org.uk)

- Application Form (found on website)
- Cover Letter including why you feel you have the key skills to meet the requirements of this role and how your ethos would fit the role and our school

If invited for interview, this will include a structured interview and a presentation.

CLOSING DATE: 15 November 2019

[hr@jackandjillschool.org.uk](mailto:hr@jackandjillschool.org.uk)