

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Health, Safety & Compliance Manager

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Closing Date for Applications	Midday Friday 12th January 2024
Interviews	As applications are received

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal



Dear Applicant,

Thank you for your interest in the position of Health, Safety & Compliance Manager at Framlingham College.

We are seeking a Health, Safety and Compliance Manager to take responsibility for developing and promoting a positive H&S culture amongst staff and contractors across all school sites.

The successful candidate will be responsible for the effective and efficient management of all Health and Safety, Fire Safety and Transport Safety matters, including policy implementation, monitoring and inspection, risk assessment, investigation as well as delivery of training.

There is a need to be proficient at identifying and solving issues before problems arise and the Compliance Manager should be able to work autonomously as well as collaboratively with all internal departments as well as Senior Leadership teams. You will have the ability to be able to plan and implement complex policies and procedures coupled with impeccable customer service. A good working knowledge of MS Office packages is essential.

This role is full-time working 37.5 hours per week, usual business hours are 8:30am to 5:00pm Monday to Friday however due to the nature of the role, flexibility is required. This post attracts an annual salary of £35,002.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including contributory pension scheme, complimentary gym membership.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.**

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department,  
**Framlingham College, College Road,  
Framlingham, Suffolk. IP13 9EY.**

You can also email your application to:  
**recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.



# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Senior Operations Manager

## Job Location

Framlingham College Senior & Prep School

## Hours

37.5 hours per week

## Weeks

52 weeks per year

## Holiday

25 days, plus bank holidays

## Pension

Contributory scheme available

# Job Description

## JOB PURPOSE

To be responsible for developing and promoting a positive Health and Safety culture amongst staff and contractors across all school sites. To be responsible for the effective and efficient management of all Health and Safety, Fire Safety and Transport Safety matters, including policy implementation, monitoring and inspection, risk assessment, investigation and delivery of training. To be responsible for the schools' security policy and practice.

## KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Framlingham College as necessary.

### Relationships

- The post holder will have key relationships with the Senior Operations Manager, Bursar, Senior Deputy Head, Maintenance Manager, Grounds Manager, Domestic Manager, Catering Manager, Science Technicians, Sports Centre General Manager, Senior Theatre Technician, Transport Coordinator and academic Heads of Departments.
- Deals with staff at all levels across the schools and needs to be able to do this effectively to raise the profile of Health & Safety and promote a safety conscious culture.
- Works with the Senior Leadership Team on new and existing policies and procedures.

### Risk Assessment and Investigation

- To ensure that appropriate risk assessments are carried out across the College and to advise staff with risk assessment responsibilities.
- Maintain a central register of risk assessments and ensure regular review as required.
- To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.
- To carry out specialised risk assessments such as Display Screen Equipment, New & Expectant Mother and Fire Risk Assessments as required.
- To receive and manage external inspections from the Local Authority or other statutory bodies such as the Health and Safety Executive and Fire and Rescue Service.



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#### Policy setting and guidance

- To develop, review, implement and manage the Schools' Health and Safety, Fire Safety and Transport Safety policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.
- To ensure that the College has a robust and compliant approach to all Health and Safety, Fire Safety and Transport Safety matters, with safe systems and processes in operation.
- To ensure that policies are adhered to across the College through regular audit, inspection and other monitoring methods.
- To maintain Continuous Professional Development.
- To provide advice and guidance to staff and other users of the College, for example, contractors, visitors, parents and pupils as required.

#### ISI Compliance

- Ensure the College complies with all appropriate regulations including, but not limited to:
- Independent Schools Standards and Regulations
- Keeping Children Safe in Education (KCSIE)
- Early Years Foundation Stage (EYFS) statutory framework and wider legislation
- Provide advice and guidance on any relevant legislative changes. Liaise with external advisers where appropriate
- Advise and develop practices to ensure legislative requirements are met, including training and maintaining records of compliance.
- Identify areas of potential compliance vulnerability and risk and develop action plans to mitigate those risks.
- Ensure there is a robust compliance control system in place to accurately record policy amendments, version control, policy approval and scheduling of policy updates.
- Ensure documents required for ISI inspections are up to date. Maintain a register of all such documentation.
- Communicate key compliance changes to appropriate SLT members.
- Work with the Director of People and the Deputy Head (Pastoral) to develop safeguarding and other relevant training plans. Monitor compliance.
- Work alongside the HR team to ensure that all mandatory Health and Safety trainings are completed for staff.
- Promote a culture of compliance amongst staff. Ensure each member of staff, including new starters, has access to and understands the College's Safeguarding Policy and procedures.
- Provide regular compliance reports to the governing body and to senior leadership.
- Support the College in preparing for inspections and visits from external regulatory bodies.
- Attend appropriate school meetings and events.

#### Supporting Lettings, School Trips, Estates and other ad hoc Projects

- To oversee Health and Safety matters in connection with all school trips/excursions, CCF and Duke of Edinburgh activities.
- To oversee regular or ad hoc projects/events at the Schools that present higher risk to pupils and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.
- To assist the Senior Operations Manager in all Health and Safety issues relating to the College's annual maintenance programme and strategic capital projects.
- To assist the Commercial and Events Manager in all Health and Safety issues relating to the College's summer lettings, including Fire Briefs.





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#### Staff Training

- To identify through Training Needs Analysis and deliver appropriate training for staff to meet the College's legal obligations in respect of Health and Safety, Fire Safety and Transport Safety. Where specialist external training is required, co-ordinate and manage this.
- To maintain Health and Safety training records and ensure that training is renewed as appropriate.

#### Budget Management and Administration

- To manage the Health & Safety , Compliance and Security budgets as delegated. To carry out all administration associated with the role.

#### Meeting Preparation and Attendance

- To prepare reports for the Framlingham College and Framlingham College Prep School Health and Safety Committees.
- To Chair Health and Safety Representatives meetings attend Health and Safety Committee meetings, Support Staff Management Committee meetings and any other meetings, as and when required, to advise and report on Health and Safety issues.

#### Other

- To carry out any other reasonable tasks or duties as requested by the Senior Operations Manager.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's child protection officer.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Educated to A Level or equivalent	E
NEBOSH National Diploma in Occupational Health and Safety (or willing to work towards)	E
Graduate member of IOSH, or willing to work towards	D
Chartered member of IOSH	D

## PROFESSIONAL COMPETENCIES AND SKILLS:

Exceptional customer service skills with the ability to understand the needs of the customer	E
Ability to think strategically and see ideas through to completion	E
Knowledge of Health and Safety requirements, laws and legislation	E
Ability to manage and prioritise workload to ensure tasks are reliably completed	E
Articulate, and decisive with a calm and professional approach	E
Ability to communicate appropriately and effectively with internal and external stakeholders & customers	E
Good level of IT skills including Microsoft Office	E
Ability to work independently as well as collaboratively	E
Good decision making and judgement	E
Proven skills in commercial awareness, stakeholder liaison, project management and team leadership	E

## PROFESSIONAL EXPERIENCE

Proven experience in a similar role	E
Experience of delivering Health & Safety training	E
Demonstrable experience of leading, motivating and managing staff	E



# Person Specification

E = Essential • D = Desirable

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Experience of managing and monitoring budgets	E
Experience gained in a school environment	D
Experience of transport safety management and section 19 regulations	D

## PERSONAL ATTRIBUTES

Exceptional customer service skills with the ability to understand the needs of the customer	E
Forward thinking with the ability to identify the needs of the College, creating and implementing solutions to fulfil these	E
Friendly and approachable with a good sense of humour	E
Collaborative and supportive team player with a flexible approach and strong work ethos	E
Professional appearance and manner	E
Appreciation of the objectives and ethos of Framlingham College	E
Ability to forge strong working relationships	E
Strong communications skills both oral and written	E
Good attention to detail	E
Ability to work under pressure	E
Previous experience of delivering presentations to a variety of stakeholders	E

## SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

# Person Specification

E = Essential • D = Desirable

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## VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E





## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.