



# ALDENHAM

SCHOOL

## Health & Safety Officer





## A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

## THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation and Heads of the three individual schools.

Aldenham School educates around 680 boys and girls ( 1-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3- 1 yrs) on the Aldenham Campus. St Hilda's School, Bushey, educates around 150 (girls only, 4- 1 yrs) and Bluebird Nursery boys and girls (2-4 yrs) is based on a separate site around 4 miles away

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

## Mr Andrew Williams

Head of Senior School



Our wonderful co-ed and boarding school is set in over 110 acres of Hertfordshire countryside.

We are a community which will work closely with pupils and staff to inspire and support your goals. I hope I will have the opportunity to welcome you to Aldenham to see us for yourself and meeting some of our wonderful pupils as you embark on the start of a very exciting journey with us.

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# School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

## OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



## BACKGROUND TO

# Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.



# ALDENHAM SCHOOL

## Job Description

<b>JOB TITLE:</b>	Health and Safety Officer
<b>REPORTS TO:</b>	Bursar
<b>HOURS OF WORK:</b>	Part Time (Hours of work negotiable)
<b>SALARY:</b>	Dependent on Experience

**Job Purpose:** The key role of the Health and Safety Officer is to co-ordinate, advise and support the Schools within the Aldenham Foundation on all aspects relating to Health and Safety compliance.

### Key Tasks:

- Ensure the provision of a safe working environment for all.
- Ensure all Health and Safety related policies, procedures and regulations are adhered to, regularly reviewed, updated and communicated to staff.
- Ensure compliance with all statutory and ISI requirements regarding health, safety and welfare at work including statutory training and reporting (RIDDOR).
- Keep up to date with relevant Health and Safety legislation and ensure all changes are communicated to the Foundation as appropriate.
- Outline and communicate a clearly defined risk assessment process and ensure maintenance of a centralised register.
- Provide guidance and advice as required to Head of Departments to ensure appropriate Risk Assessments are carried out for all relevant school environments and activities (inclusive of staff, contractors and visitors).
- Ensure all accidents are recorded, investigated and any recommendations for improvements implemented.
- Provide support in all matters relating to Health and Safety queries/enquiries in a timely manner.
- Working with the Head of Estates, ensure that all routine safety inspections are undertaken correctly and recorded.
- Manage Health and Safety Inspections, audits and other monitoring methods.
- Liaise with external Health and Safety consultants in relation to training and Health and Safety services.



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- Co-ordinate Health and Safety training throughout the Foundation and manage a system of recording training.
- To meet with the Bursar regularly to review Health and Safety matters and to provide regular reports including termly Accident reports.
- Assist in the co-ordination of the agenda for Health and Safety Committee meetings, compile and distribute agendas and minutes and ensure all actions points are implemented within agreed timescales.
- Advise on risks associated with site development works during the planning process and review throughout construction phase.
- Any other reasonable duties which may be required from time to time.

## PERSON SPECIFICATION

- Previous recent and relevant experience in a similar role.
- NEBOSH (General certificate) qualified or equivalent accreditation essential.
- NEBOSH Diploma would be desirable.
- Effective written and verbal communication skills, including detailed report writing.
- Good IT Skills (Microsoft Office)
- Ability to work well within a team and also independently using own initiative.
- Self-motivated and pro-active.

## BENEFITS

- Membership of the School's Contributory Pension Scheme
- Sponsorship for further qualifications and commitment to relevant training
- Free lunches during term time
- Death-in-Service Benefit
- Cycle to work scheme
- Employee Assistance Programme Scheme
- Eye test and glasses contribution
- Retail discounts

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will have to consent to two references being taken and a Disclosure and Barring and references check.

BACKGROUND TO

# Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website [www.aldenham.com](http://www.aldenham.com).





## APPLICATION AND

# Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website [www.aldenham.com/other-information/job-opportunities/](http://www.aldenham.com/other-information/job-opportunities/). CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at [vacancies@aldenham.com](mailto:vacancies@aldenham.com).



# THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Subsidised Health Care Scheme – after a qualifying period.
- Fee remission.
- Surface Pro to assist with teaching.





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PART OF THE ALDENHAM FOUNDATION

