

# Health & Safety Compliance Officer

## JOB DESCRIPTION

*Reports to: Head of Estates*

## ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has also moved from being a senior school to an all through 3 -18 school with nursery, thanks to a 2021 coming together with Quanton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

# PRINCIPAL RESPONSIBILITIES

The post holder is responsible to the Head of Estates and ultimately to the Bursar. The post holder also assists and interacts on a professional level with colleagues and seeks to establish and maintain a productive and supportive relationship with them.

The particular duties attaching to the post of H&S Compliance Officer are as follows:

- to co-ordinate logging and completion of risk assessment remedial work with the Head of Estates relating to Fire Safety, Legionella, Asbestos, TMVs and electrics;
- to assist the Head of Estates in ensuring that the school is compliant with all statutory requirements relevant to Health & Safety checks, logs, sampling and servicing in facilities management, such as Drinking Water, Pool Water, Effluent Discharge, Water Temperature & Flushing, Emergency Lighting, Fire Extinguishers, Fire Doors & Exit Routes, Ladders and Outdoor Play Equipment.
- to maintain accurate and up-to-date records relating to all Facilities and Estate activities;
- to assist submitting and coordinating remedial work (Work Requests) to the Maintenance Dept, resulting from H&S checks, audits and inspections;
- to assist arranging attendance by contractors when necessary;
- to assist the Head of Estates & Health and Safety with office administration, such as filing essential documents, maintaining up to date site drawings, organising and distributing security keys for the site;
- to assist the Head of Estates & Health and Safety, Grounds Manager and other Operations Team Managers with tracking budgets and inputting purchase invoices etc to the Concur system
- to assist ensuring all relevant H&S departmental audits are adhered to and fed back to the Head of Estates when required;
- to provide practical support to the Estates team when requested;
- Monitor accident and incident trends via EVOLVE and report findings to the Head of Estates
- Undertake and review COSHH and DSE assessments for the academic and operational departments
- any other duties commensurate with the post.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with the School's Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.

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## PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; KNOWLEDGE</b>		
Minimum 2 years H&S experience working within a similar role		X
The Institution of Occupational Safety and Health (IOSH) qualification	X	
National Examination Board in Occupational Safety and Health (NEBOSH) qualification		X
Up to date knowledge of health and safety legislation	X	
A strong command of the English language both written and verbal	X	
First Aid Qualified		X
<b>SKILLS &amp; EXPERIENCE</b>		
Excellent IT skills	X	
A flexible approach to work and willingness to support department leads to ensure the School remains compliant	X	
Experience of working in a support or administrative role at a school		X
Experience of planning, prioritising and organising personal workload or resources and proactively working with others to achieve team objectives	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement 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 of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.