



Ackworth School

Job Title	Health and Safety and Facilities co-ordinator
Date	January 2019
Department	Maintenance and Facilities
Reports to	Bursar
Responsible for	Ensuring the school is health and safety compliant and provides a clean and safe environment for staff, pupils and visitors.

Purpose of the Role

To provide a safe working environment for everyone by ensuring compliance in necessary checks and promoting safe working practices throughout.

To ensure the school constantly presents itself as a clean and pleasant working environment.

Monitor all major works within the school by maintaining an accurate log that enables the maintenance teams to plan works and creates visibility around budgets whilst ensuring value for money through effective procurement.

Departmental Information

The maintenance and facilities departments work together to ensure the smooth running of the school and ensure that it is always presented at its best. The department consists of a team of staff with specific trades such as electricians, plumbers, joiners and decorators as well as grounds staff. Some of these staff take on the management responsibility for their departments as well as holding specialised roles.

The domestic staff consists of 26 domestic assistants, laundry staff and supervisors. The domestic supervisor manages to day to day supervision of housekeeping and reports into the Health and Safety and Facilities co-ordinator.

Main tasks and responsibilities

- Oversee the housekeeping provision within the school through supervision of a team of domestic staff. Work with the relevant stakeholders within school to ensure that the service meets requirements. Ensure that it is reviewed on an annual basis or when building use changes which dictates an alteration to the service provision, e.g. an increase in boarder numbers.



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- Ensure that the school is compliant in relation to health and safety by ensuring that all mandatory checks are logged and carried out and that the maintenance team are notified of this requirement, e.g. gas, legionella, PAT testing. Make arrangements with external providers where this is not carried out in-house.
- Maintain a record of staff training requirements with regards to mini-bus, first aid and lifeguard qualifications. Ensure the level of qualification is adequate by consulting with the necessary departments and making bookings for courses.
- Carry out risk assessments for all non-teaching functions and ensure that any issues are highlighted to the relevant people. Ensure the log is kept up to date for all risk assessments within school, including teaching.
- Work with the school's maintenance team to maintain a site maintenance log of all areas of the school in order to be able to plan for future works, provide data for financial planning for resources and both internal staffing and outsourcing requirements.
- Input into the procurement function for non-teaching resources, in particular for the maintenance and domestic departments. Work with the finance department to review current providers and provide accurate costings for internal works as well as tracking spend to budget by working with key members of the maintenance team.
- Contribute to ensuring a safe working environment by acting as an advisor to higher risk departments such as maintenance, design and technology and PE/pool.
- Review and promote all company H&S procedures and ensure open lines of communication across the School
- Ensure all essential H&S practices are carried out including fire drills & safety inspections.
- Contribute to the Health and Safety Committee by providing data and guidance.
- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.

Person Specification

Educational Attainment

GCSE or equivalent



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Essential Experience NEBOSH/IOSH Certificate COSHH Trained Statutory health and safety checks Risk assessments Staffing and rotas and able to ascertain staffing requirements in a cost effective way	Desirable Experience Working in a school environment Maintenance programmes and works Procurement of materials and equipment
Knowledge and Skills IT literate and able to use MS Office, in particular Excel A driving licence is preferred	
Core Competences See appraisal	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.