



WESTMINSTER SCHOOL

Health and Safety Manager – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A Level (or equivalent)	Yes	
	NEBOSH (National Examining Board for Occupational Safety and Health) National General Certificate in Occupational Health and Safety <u>and</u> National Diploma.	Yes	
	Chartered member of IOSH or equivalent body		Yes
	Trained to HSE standards in a minimum of two areas of H&S regulations e.g.: manual handling, COSHH etc	Yes	
	Evidence of continuous professional development and willingness to continue developing skills.	Yes	
Knowledge/Experience	Significant experience of advising on health and safety in an organisation with a broad risk profile	Yes	
	Excellent knowledge of current health and safety practice and legislation	Yes	
	Experience of writing policies and procedures, protocols, reports, standards and risk assessments	Yes	
	Detailed knowledge of the Health & Safety legislation e.g., H&S at Work Act 1974, Working Time regulations, ISO 45001	Yes	
	Sound knowledge and understanding of working with contractors, Risk Assessment and Method Statement, asbestos, Construction (Design and Management) and fire regulations	Yes	

	Experience in developing and delivering engaging health and safety training.		Yes
	Knowledge and experience of UK Health & Safety requirements in a UK private school or other educational setting		Yes
	Knowledge in specialist areas such as asbestos, CDM, and or fire		Yes
	An awareness of safeguarding	Yes	
	An understanding and empathy for the ethos and objectives of the School	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team, building excellent working relationships to make things happen.	Yes	
	Excellent I.T. skills, in particular Word, Excel and PowerPoint to intermediate level.	Yes	
	Calm, methodical and thorough approach to work that inspires confidence and reassures colleagues through effective communication.	Yes	
	Evidence of influencing policy, procedure and best practice, and able to take a strategic view when needed.	Yes	
	Highly organised and resilient, with the ability to multi-task and meet a range of deadlines within a fast-paced environment.	Yes	
	High level of attention to detail.	Yes	
	Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation, including Governors and Senior Management.	Yes	

	Socially and emotionally intelligent, with the ability to engage constructively and sensitively with people.	Yes	
	Flexible approach to work and ability to work outside of normal working hours to meet urgent/ emergency conditions where possible.	Yes	
	The ability to use testing equipment i.e., noise meters, hygrometers, air samplers.		Yes