

Longridge Towers School



Health & Safety Coordinator

Job Description

Health and Safety Coordinator

Responsible to: Director of Finance/Bursar

Responsible for: Cleaning Supervisor

Overview:

Longridge Towers School is an independent day and boarding school offering an outstanding educational and pastoral experience to approximately 300 pupils between the ages of 3 and 19. The majority of pupils attend daily, but the School operates a boarding facility which can accommodate up to 50 pupils. Longridge Towers School employs in the region of 100 members of staff.

The Health and Safety Coordinator (H&SC) plays a vital role in promoting, developing and embedding a positive health and safety culture across the entire School community. The postholder is responsible for the coordination and oversight of all aspects of Health and Safety, Fire Safety and Transport Safety, ensuring compliance, safe systems of work, and high standards of practice throughout the School.

The role is varied, high impact and integral to the effective running of events, external lettings, daily operations and the well-being of pupils, staff, contractors and visitors.

Working hours are between 9.00am and 3.30pm and this is a year-round position. The role is varied and is a vital one in our whole School community.



Key Duties/Responsibilities:

The role will include, but will not be limited to the following duties:

Health and Safety Coordination:

- Promote and foster a positive Health and Safety culture across the School.
- Work with the Site Facilities Manager and the Director of Finance to ensure the School has a robust and compliant approach to all health and safety matters with safe systems of work and processes in place.
- Ensure all School risk assessments are completed, reviewed regularly and centrally recorded.
- Support the effective management of Health and Safety and Fire Safety across all areas of the site.
- Maintain and review the School's Fire Safety Management System.
- Act as one of the School's Fire Officers and fulfil duties as required.
- Work alongside estates and other key stakeholders to ensure that all risk assessments, statutory inspections and compliance checks are completed.
- Investigate and record all incidents, accidents and near-misses and report as appropriate, draft initial RIDDOR reports when necessary.
- Carry out specialist risk assessments (DSE, New & Expectant Mothers, Fire, etc).
- Oversee health and safety for events, school activities and trips.
- Contribute to and monitor progress against the agreed Action Points.
- 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.
- Ensure safety policies are adhered to through regular audit, inspection and monitoring.
- Provide advice and support to all in relation to health and safety matters.
- Conduct regular audits, inspections and monitoring activities.
- Stay informed about new legislation and HSE updates.
- Conduct scheduled site inspections and produce action lists.



Compliance, Records and Reporting:

- Maintain effective systems to ensure statutory Health and Safety compliance.
- Manage accurate computerised and manual records to support oversight and assurance.
- Work with the Site Facilities Manager and Director of Finance to ensure compliance with ISI standards relating to health, safety, welfare and premises.
- Review monitoring controls to identify compliance risks.
- Maintain up to date compliance data and documentation.
- Maintain hazardous materials records, including the COSHH Register.
- Maintain statutory records and ensure timely reviews.
- Update and oversee the Asbestos Register and associated inspections.
- Assist in developing and implementing Health and Safety policies, procedures and guidance.
- Produce accident and incident statistics, analysing trends for improvement.
- Ensure manual handling tasks are risk assessed and support managers with training needs.
- Serve as secretary to the Health & Safety Committee: prepare reports, take minutes, circulate actions.

Staff Training and Administration:

- Deliver or coordinate training for staff and pupils in Health & Safety, Fire Safety and Transport Safety.
- Liaise with external providers for specialist training.
- Coach managers and staff to implement safe working practices.
- Support departments in developing effective and sufficient risk assessments.
- Maintain accurate records of statutory training and schedule renewals.



Events and Coordination:

The HSC has a pivotal role in the way events and activities are run on the school site. This involves, but is not limited to:

- Support the planning and safe running of school events such as Founders Day, Christmas Fair and Open Days.
- Coordinate external lettings, ensuring all compliance paperwork is completed.
- Communicate effectively with internal and external stakeholders regarding bookings.
- Work with the Director of Finance to support and increase revenue generation through lettings and identify other non-fee income opportunities.
- Ensure the Finance Manager has access to relevant records for external hire activities.

Oversight of Cleaning Supervisor:

Line Management of Cleaning Supervisor and Oversight of Cleaning Operations

As the line manager to the Cleaning Supervisor, the postholder will ensure that the School's cleaning provision meets high standards of hygiene, safety and presentation across all areas.

- Provide direct line management to the Cleaning Supervisor, offering support, direction and performance management as required.
- Hold regular check-ins and support professional development and training needs.
- Oversee weekly and termly cleaning rotas with the Cleaning Supervisor.
- Ensure adequate staffing levels during term time, holidays, and events.
- Approve and coordinate the purchase of cleaning materials, equipment and consumables.
- Monitor stock levels and ensure cost-effective procurement in line with school procedures.
- Ensure all cleaning products meet COSHH requirements and are stored correctly.
- Conduct regular audits and inspections of cleaning quality across the School.
- Ensure that cleaning meets agreed standards for hygiene, safety and presentation.
- Implement improvements where required and work with the Cleaning Supervisor to resolve issues.
- Ensure cleaning practices reflect Health & Safety legislation and safe systems of work.



Person Specification

Attributes:

- Highly motivated, flexible and committed to high standards.
- Strong interpersonal and communication skills (written and verbal).
- Excellent organisational skills and the ability to remain calm and professional.
- Determination to raise and maintain high Health and Safety standards.
- Ability to prioritise tasks and adapt to changing demands.
- Strong problem solving and decision-making skills.

Qualifications, Skills, Training and Development:

Desirable:

- NEBOSH or IOSH qualification
- Experience in an educational environment
- Experience or qualifications in fire safety, asbestos management or training delivery

Essential:

- Proven experience in Health and Safety
- Knowledge of ISO 45001 and HSG65
- Strong administrative and customer service skills

An Enhanced Disclosure and Barring Service check is obligatory for all persons working in an environment where children are present.

Whilst every effort has been made to explain the main duties and responsibilities of the position, it is impossible to identify every individual task which coordinators undertake.

The management hope that the Health and Safety Coordinator will assist with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Director of Finance and member of staff.

