



Charles Kingsley's CE Primary School

Person Specification: H&S Officer Reports to School Business Manager

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
EXPERIENCE	<ul style="list-style-type: none"> • Experience in Health & Safety management • Experience conducting risk assessments and audits • Experience delivering Health & Safety training or briefings • Experience measuring Health & Safety performance and review 	<ul style="list-style-type: none"> • Worked within an educational environment • Incident / accident investigation experience 	<ul style="list-style-type: none"> • Application Form • Reference • Interview
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE (or equivalent) in Maths and English • NEBOSH General certificate or equivalent • IOSH Managing Safety Qualification • Sound working knowledge of Health & Safety legislation including ACoPs 	<ul style="list-style-type: none"> • Fire Warden / Marshal training • First Aid at Work certificate • Health and Safety, COSHH, Ladders and manual handling training 	<ul style="list-style-type: none"> • Application Form • Reference • Interview
PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> • A sound understanding of the main Health & Safety regulations and procedures • Ability to conduct risk assessments and produce associated documentation • Proficient in using MS office (Word, Excel, Outlook) • Good communication skills (both written and verbal) • Attention to detail • Good use of own initiative to solve problems • Ability to work alone, showing good self-motivation. 	<ul style="list-style-type: none"> • Knowledge of school specific H&S Issues (e.g. Safeguarding, site security) 	<ul style="list-style-type: none"> • Application Form • Reference • Interview

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
PROFESSIONAL VALUES	<ul style="list-style-type: none"> • Highly organised and methodical • Commitment to promoting a safe and inclusive environment • Ability to work independently and part of a team • Deal with emergencies and problems calmly in a positive and systematic manner 	<ul style="list-style-type: none"> • Eager to accept responsibility. • Willingness to take on new challenges. 	<ul style="list-style-type: none"> • Application Form • Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • To have the willingness to attend relevant training as and when required. • Display warmth, care and sensitivity in dealing with children and other stakeholders. • Open minded, self evaluative and adaptable to changing circumstances and new ideas. • Able to enthuse and reflect on experience. • Ability to identify potential risks and implement appropriate control measures • Ability to work flexibly. • Be aware of confidentiality at all times. • Ability to prioritise' • Good oral and written interpersonal/communication skills • Self-motivated learner • Good sense of humour • Able to deal with sensitive situations. • Works well with others & as part of a team. 	<ul style="list-style-type: none"> • Brings personal interests and enthusiasms to the school community 	<ul style="list-style-type: none"> • Application Form • Interview • Reference