

Misk Schools Job Description – Health and Safety Supervisor (Female)

Job Title	Department	Salary Grade
Health and Safety Supervisor (Female)	Facilities Management (FM)	TBA

1	Reports to
	Head of FM

2	Core Purpose
	<p>Our Health and Safety Officers work to protect people's health and safety by making sure risks in the school campus are properly controlled. They ensure the school complies with all aspects of health and safety laws and that facilities are not the cause of ill health, injury or even death. They do this by inspecting business premises and investigating accidents, and through enforcement of the law.</p>

3	Responsibilities
	<p>The Health and Safety Supervisor (Female) will be responsible for:</p> <ol style="list-style-type: none"> 1. Visiting the female facilities to inspect processes and procedures and ensure good health and safety practice 2. Investigating accidents and complaints and determining if there has been a breach of health and safety rules 3. Carrying out examinations of machinery, working environments and structures, taking measurements of noise, heat, and vibrations, and taking photographs and samples where necessary 4. Ensuring workers are provided with suitable protective equipment, such as eye goggles, ear protectors or appropriate types of gloves and clothing 5. Investigating precautions taken to prevent diseases 6. Investigating procedures for working in hazardous environments or with potentially harmful substances 7. Keeping up to date with new legislation and health and safety standards 8. Staying informed about developments within particular sectors 9. Providing specialist advice and information on health and safety to organizations and advising on changes required 10. Monitoring service provider operations to try to eliminate possible health and safety compromises 11. Writing reports on results of inspections and investigations and completing detailed paperwork 12. Determining when action, ie notices and/or warning, may be necessary, gathering and presenting the appropriate evidence 13. Developing health and safety working programs and strategies

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14. Developing methods to predict possible hazards drawn from experience, historical data and other appropriate information sources
15. Providing training and educational support to employers and new employees
16. Conducting regular risk assessments and issue permit to work certificates
17. Manage, motivate and train a team to ensure it works effectively, meets targets and contributes to the aims and organizational goals of the school

4 **Qualifications**

- Health and Safety qualification (NEBOSH, ISO 45001, OHSAS 18001 and/or ISOH)

5 **Experience**

- A least five years of H&S supervisory experience
- Proven intellectual capacity to acquire an understanding of legal matters and to apply industry legislation and standards
- Evidence of an understanding of modern industrial technology
- Experience using instruments of measurement
- Willingness to stay up to date with new developments - change is constant in this profession
- Persuasive and negotiation skills
- Problem-solving skills
- Written communication skills
- The ability to use discretion and tact
- Confidence and resilience

6 **Commitment and Abilities**

- Ability to communicate clearly in written and spoken English with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Ability to work independently as well as part of a team
- Strong organizational and time management skills.
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organize own workload and work to agreed deadlines
- Great attention to detail
- Excellent organizational skills
- Strong critical thinking, analytical and problem-solving skills
- Commitment to professional development
- Knows how to deliver key school's vision

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- Flexible approach
- Ability to work under pressure and meet deadlines
- Understands the long-term importance of Health and Safety
- Nurture partnership and effective teamwork
- Builds trust with all stakeholders
- Real passion and enthusiasm to succeed