

Norwich Steiner School

Hospital Lane, Lakenham, Norwich, NR1 2HW, 01603 611175

Health & Safety post

Safeguarding

Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

About the post

This is a new post, initially being offered as a one-year fixed contract, although there is the possibility of it being extended or made permanent. The post holder working on average 1 day/8 hours a week for 42 weeks of the year, with 10 weeks of annual leave and be paid £5,000 (20% pro-rata of a full-time salary of £25,000). Some of the work will necessarily need to be completed during the school holiday period.

During term-time it is expected that the post-holder will work within the school premises, although some work may be completed from home, in agreement with the school administrator. There is some flexibility possible regarding how the hours are worked. For example, 2 half days of 4 hours a day, or 1 full day a week or 2 days in one week with no days in the following, could all be considered.

The School is small, with around 90 pupils and 20 part or full time staff.

Main duties of postholder:

- Review and update the existing School Health & Safety policy
- Review and oversee existing systems within the School H & S policy to ensure ongoing compliance in areas affecting health & safety, including:
 - Legionella monitoring and management
 - Servicing of gas, electric, fire extinguishers
 - Coordinate/oversee PAC testing of equipment
 - Fire drill practices
 - Regular inspection of the fabric of the building e.g. external fire escapes, steps, doorways, to identify, plan and organise essential/necessary improvements or actions
 - Risk assessments – review, update, identify and advise where required.
 - Identify and arrange or provide for training needs (e.g. fire marshalling, legionella monitoring, working at height)
 - Review and monitor health & safety with regards to chemical use – both for education/science and cleaning purposes
 - Accident recording and monitoring

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Our ideal candidate will:

- Be experienced and competent as a practitioner in health & safety
- Have excellent verbal and written communication skills
- Be a practical person, able to think and work creatively
- Be committed to delivery of a quality service to the School

Additional terms and conditions

The school does not offer free places for staff children within the School or kindergarten. Staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process which is in place for all children/families.

Statutory sick pay allowances apply.

The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.