



**WORK AT
SHIPLEY
COLLEGE**

Health & Safety Manager

Shingley College - Great people, great place!

Hours: 22.5 hours per week, part-time, full year post

Salary: £17,437 per annum (FTE: £28,675).

Closing Date: 29 Aug 2025 - 9.00am (*We may close the advert early if sufficient applications are received. So early applications are advised*)

Interview Date: To be confirmed.

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are seeking a highly motivated and experienced Health & Safety Manager to join our team on a part-time basis, working 3 days a week. Reporting to the Vice Principal - Finance & Planning, you will be responsible for ensuring the college maintains a safe and healthy environment for all students, colleagues, and visitors, whilst complying with all relevant health and safety legislation and best practice within the Further Education sector.

This is a critical role that will involve developing, implementing, and monitoring health and safety policies and procedures, conducting risk assessments, delivering training, and fostering a strong safety culture across the college.

| Benefits we offer include: | We are looking for someone who has: |
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| <ul style="list-style-type: none">• Enhanced Annual Leave• Enhanced pension contributions• Access to a free gym on site• Reduced cost train and bus travel*• Access to free onsite car parks• Professional Development opportunities <p>*qualifying period applies</p> | <ul style="list-style-type: none">• NEBOSH National Diploma in Occupational Health and Safety (or equivalent)• Excellent knowledge of UK health and safety legislation• Proven ability to conduct thorough risk assessments and develop effective control measures• Strong communication and interpersonal skills, with the ability to influence and engage colleagues at all levels• Ability to work independently and manage time effectively to meet deadlines• Level 2 in literacy and numeracy or equivalent |

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

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|-----------------------|-------------------------------------|
| JOB TITLE | Health & Safety Manager |
| RESPONSIBLE TO | Vice Principal - Finance & Planning |

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE ROLE

The Health & Safety Manager is responsible for developing, implementing, and maintaining a robust health and safety management system across the College. This includes ensuring compliance with all relevant UK health and safety legislation and guidance, fostering a proactive health and safety culture, and providing expert advice to mitigate risks and ensure the well-being of all students, colleagues, and visitors within the college environment. The post holder will play a pivotal role in safeguarding the college community and its assets, contributing to a safe and productive learning and working environment. You will develop, implement, and review the college's Health and Safety Policy and associated procedures, ensuring compliance with all statutory requirements and best practice

KEY RESPONSIBILITIES

- Conduct regular risk assessments across all College sites (and other locations that students visit) and activities, ensuring appropriate control measures are in place and regularly reviewed
- Investigate accidents, incidents, and near misses, identifying root causes and recommending preventative actions
- Deliver and arrange health and safety training for staff and students, promoting a culture of awareness and responsibility
- Advise departments on specific health and safety requirements related to their activities (e.g., classrooms, laboratories, greenhouses and outbuildings, catering)
- Maintain accurate records of all health and safety activities, including incidents, inspections, and training
- Liaise with external bodies such as the Health and Safety Executive (HSE), local authorities, and emergency services as required
- Lead the College Health & Safety Committee
- Monitor and report on health and safety performance to the Senior Leadership Team and Governing Body
- Manage the college's fire safety arrangements, including fire risk assessments, drills, and equipment maintenance
- Oversee the management of hazardous substances and waste, ensuring safe storage, use, and disposal
- Contribute to the development of a positive health and safety culture across the college
- Keep abreast of changes in health and safety legislation and guidance relevant to the FE sector
- To represent the College in a professional manner when dealing with external agencies and employers, to ensure that the environment for College students and colleagues is safe and appropriate
- To occasionally work outside of normal working hours, as required

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young students and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

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| NEBOSH National Diploma in Occupational Health and Safety (or equivalent) |
| Excellent knowledge of UK health and safety legislation |
| Proven ability to manage institutional and individual risk, including through risk assessment and the development of effective control measures |
| Strong communication and interpersonal skills, with the ability to influence and engage staff at all levels |
| Excellent report writing and presentation skills |
| Ability to work independently and manage time effectively to meet deadlines |
| Ability to deliver engaging and effective training sessions |

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

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| Formal qualification in fire risk assessment |
| First Aid at work qualification |
| Knowledge of health and safety challenges and best practices within an educational environment (Further Education colleges specifically) |
| Understanding of fire safety management and associated legislation |
| Knowledge of environmental management principles |
| Understanding of mental health and wellbeing in the workplace |
| Clean driving licence, access to vehicle with business insurance |

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

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| Knowledge and experience of Equality, Diversity and Inclusion |
| Knowledge or experience of Safeguarding |
| Knowledge of the PREVENT agenda |

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the College's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.