

## **Health & Safety Administrative Assistant**

### **Job Description**

#### **General Purpose of Job:**

To be the first point of contact for all health & safety enquiries to Orchard Hill College and Orchard Hill College Academy Trust (OHC&AT) e.g. telephone and website.

To monitor and co-ordinate reporting on the on-line health & safety system.

#### **Functional Links**

The Health & Safety Administrative Assistant will liaise with OHC&AT staff, health & safety professionals, suppliers and contractors to ensure the safe working practices of both the College Centres and the Schools/Academies.

#### **Reporting Relationships**

The Health & Safety Administrative Assistant will be expected to work under the direction of the Director of Business Services, OHC&AT.

#### **MAIN DUTIES AND RESPONSIBILITIES:-**

- To deal first hand with general health & safety enquiries e.g. telephone, emails and website, liaising with other staff as necessary, and advising accordingly.
- To be responsible for recording and acknowledging any health & safety queries or concerns, tracking and monitoring progress against actions.
- To be the main point of contact for organising health & safety audits, distributing reports as appropriate
- To maintain information in a confidential manner, adhering to GDPR.
- To provide administrative support to the Health & Safety Project Manager and the Director of Business Services, OHC&AT
- To assist the Facilities administration team as required by the Director of Business Services, OHC&AT
- To monitor the Health & Safety software system, liaising with the MIS team to develop the system, reporting concerns to the Health & Safety Project Manager.
- To create health & safety reports as required.
- To input and import data onto the on-line health & safety system as necessary
- To monitor RIDDOR reporting, advising HSE as appropriate within strict deadlines.

- If necessary, to attend alternative sites within Orchard Hill College & Academy Trust to assist the Health & Safety Project Manager.

## **GENERAL RESPONSIBILITIES**

- To regularly discuss with the Director of Business Services, OHC&AT, and the Health & Safety Project Manager, current priorities in order to ensure the efficient and smooth administration of the health & safety team
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- To actively promote equality and diversity, recognize and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
- Make regular use of training, development and self-assessment processes to improve the quality of work.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To establish constructive relationships and communication with colleagues and other agencies/professionals.
- To treat all users of the College and Academies with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
- To carry out all duties in accordance with Orchard Hill College & Academy Trust policies.
- To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

## Customer Services Assistant

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications/Experience	Priority
1. Experience of working within a team.	1
2. Proven experience of customer service skills.	1
3. Proven experience of taking initiative and working under pressure.	1

### Ability, Skills and Knowledge

4. Able to communicate (receive and transmit) appropriately and effectively with colleagues and visitors.	1
5. Knowledge of good practice relating to safeguarding.	1
6. Able to seek out information and disseminate to others.	1
7. Able to maintain accurate, legible and up to date records.	1
8. Able to liaise appropriately and effectively with other Centres/Schools/departments and agencies regarding the monitoring of health & safety.	1
9. Able to operate a range of office equipment such as photocopiers, laminators etc.	2
10. Knowledge of Microsoft applications and other data bases to produce a variety of letters, spreadsheets, documents etc.	1
11. Ability to meet tight deadlines	1
12. Knowledge of health & safety reporting systems (desirable)	2
13. Able to adhere to OHC&AT policies including Safeguarding, Health and Safety, Equality and Diversity Policies.	1