**Candidate Information Pack**

**Health and Safety Manager & Minibus Driver,**

**MiDAS(Minibus Driver Awareness Scheme) Trainer, Assessor**

**Salary Grade E - £30,850**

**37 hours per week**

**Mon-Fri 08.00am-4.00pm (plus 1 Saturday per month)**

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**A very warm welcome to Warblington School**

Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 780 students we can do things differently here as we know individuals well. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Ofsted noted during their recent inspection (Jun 2023) that “*most pupils like attending this kind and caring school”* and “p*upils build strong friendships with their peers”*

It is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *“talk confidently about what they have learned”* and acknowledged that “*A well-planned personal, social and health education programme sets pupils up well for the future, preparing them successfully for adulthood.”*

We have high aspirations for everyone who wears the Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive*.*

Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that “*Staff know pupils very well. Importantly, they have pupils’ best interests at heart. Leaders and staff are committed to unlocking pupils’ potential”.*

I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.

I sincerely hope that we will be welcoming you into our community!

Our aim is to ensure that excellence is our expectation.

Mike Hartnell

Headteacher

**Health and Safety Manager & Minibus Driver,**

**MiDAS(Minibus Driver Awareness Scheme) Trainer, Assessor**

**Salary Grade E - £30,850**

**37 hours per week**

**Mon-Fri 08.00am-4.00pm (plus 1 Saturday per month)**

We are seeking to appoint a proactive Health & Safety Manager/Minibus Driver with strong management, communication and interpersonal skills. The post holder will undertake a range of duties to ensure effective health and safety performance in attaining the highest possible standards to help minimise and prevent risk as well as delivering an ongoing programme of Midas training sessions.

**Key areas of responsibilities include**

* Ensure school is compliant with Health & Safety (H&S) regulations
* Ensure the school is compliant with all Fire Safety Management regulations
* To support in the effective implementation, managing, monitoring and reviewing of H&S across the school site
* To attain and maintain the MiDAS DAT (Minibus Driver Awareness Scheme Driver Assessor Trainer) qualification. The cost of training and accreditation as a MiDAS Driver Assessor Trainer (DAT) will be met by the school
* To establish and promote an ongoing programme of regular MiDAS Training sessions and to deliver the training.
* To promote MiDAS training in the wider community generating income for the school

Closing Date: Monday 7th October 2024

Interview Date: Thursday 10th October

**We would strongly recommend an early application as we reserve the right to close this**

**vacancy early if we receive sufficient applications for the role.**

**JOB DESCRIPTION**

In this role you will undertake a range of duties to ensure effective health and safety performance in attaining the highest possible standards to help minimise and prevent risk.

**Key areas of responsibilities include**

* Ensure school is compliant with Health & Safety (H&S) regulations
* Ensure the school is compliant with all Fire Safety Management regulations
* To support in ensuring that all Policies and Procedures are developed to enable the achievement of strategic aims and objectives
* To support in the effective implementation, managing, monitoring and reviewing of H&S across the school site
* Work closely with the Site Manager to ensure that all issues relating to the site function are addressed and the responses are prioritised
* To oversee and support the management of First Aid provision throughout the school
* Establish and maintain good working relationships with approved contractors and external bodies
* To carry out any other duties that may me reasonably required, commensurate with the grade at the place of work
* Advise the Site Manager of any operational decisions regarding H&S

**Specific Duties**

* Investigation of accidents and incidents where H&S of staff, students or visitors is compromised and subsequent completion of all mandatory documentation including liaison with LA
* To monitor the accident books and analyse any trends
* Conduct thorough and effective Risk Assessments in line with policy
* Ensure relevant Risk Assessments are completed at least annually and maintain a central register of risk assessments
* Ensure periodic (1/2 termly) safety tours and inspections are completed
* Conduct audits (in practical departments, fire risk assessment and general H&S)
* Ensure that policies are fit for purposes, reviewed and maintained on a regular basis and adopt policies as required and in line with Hampshire County Council, Children’s Services, Health and Safety team
* Maintain the H&S documentation, online and in paper form as required using the appropriate software and reporting tools
* Ensure staff are appropriately trained in H&S courses and that annual training is carried out to all staff in mandatory courses and records are kept for easy reference
* Implement any actions following audit and inspection recommendations to ensure full compliance and safety of all users.
* Preparing reports, including H&S reports for Governors Committee meetings
* To ensure new staff are inducted in H&S compliance within the school
* Review the H&S policy annually
* Review the critical incident plan annually
* Keep up to date with new legislation and maintain a working knowledge of HSE regulations
* Liaise with external H&S advisors with regards to audits etc.
* Maintain the school leased minibus, ensuring that it is serviced regularly and ready for use.
* Ensure the minibus is cleaned regularly, refuelled and ready for use by school and external hirers
* Ensure that all paperwork is kept up to date in relation to the school minibus

**In conjunction with the Site Manager and Finance Manager**

**Fire Safety**

* Ensure the annual fire risk assessment is completed and that any recommendations are carried out
* Ensure the fire action plan is reviewed annually and shared with staff
* Ensure staff receive up to date annual fire safety training and maintain a record of training
* Ensure termly fire drills are completed and report back to the Finance Manager/Headteacher
* Maintain appropriate fire prevention measures
* Maintain documents and folder for fire drills

**Asbestos**

* Ensure the asbestos register is up to date

**PAT Testing**

* Ensure annual PAT testing is completed throughout the school on a rolling programme
* Arrange for site team to receive regular training

**Legionella**

* Ensure monthly legionella checks are carried out and reported on the HCC system
* Arrange for site team to receive regular training

**MiDAS (Minibus Driver Awareness Scheme) Assessor and driver**

* To attain and maintain the MiDAS DAT (Minibus Driver Awareness Scheme Driver Assessor Trainer) qualification. The cost of training and accreditation as a MiDAS Driver Assessor Trainer (DAT) will be met by the school
* To establish and promote an ongoing programme of regular MiDAS Training sessions and to deliver the training.
* To promote MiDAS training in the wider community generating income for the school
* To administer the bookings and liaise with Finance Manager of The School regarding invoicing for the training.
* To organise venues for the training and arrange with candidates for appropriate vehicles to be available for the driver assessments.
* To maintain stocks of training handbooks and certificates.
* To maintain a database of MiDAS Qualified Drivers, and to notify drivers when their MiDAS Certification will shortly expire in order to arrange for them to attend Refresher Training.
* To maintain awareness of any legal changes affecting drivers of community minibuses.
* To provide reports to the Community First Head of Community and Business Development about the number of people trained. To carry out any other duties by negotiation with the Community First Head of Community and Business Development as may be required from time to time.

**General**

* Completion of own CPD as required
* Attendance at Short Term Planning (STP) weekly meetings
* Work collaboratively as a member of the school’s support team and as part of the whole Warblington School staff and community
* To take ownership of various projects to meet with the needs of the school in order to achieve project goals and whole school effectiveness and improvement
* Support safeguarding of students and staff

*Employees will be expected to comply with any reasonable request from their line manager and Headteacher to undertake work of a similar level that is not specified in the Job Description*

**PERSON SPECIFICATION**

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| **Qualifications/ Knowledge and Experience** | **Essential** | **Desirable** |
| * Experienced Health & Safety coordinator, who has proven experience in ensuring effective implementation, monitoring and record keeping of all aspects of H&S management | **P** |  |
| * GCSE English & Maths | **P** |  |
| * Good standard of ICT competency, including outlook, word, excel and reporting systems | **P** |  |
| * Experience of working in a school or other educational establishment |  | **P** |
| * Full Clean Driving Licence | **P** |  |
| * MiDAS Assessor qualification or willingness to undertake | **P** |  |
| * First Aid qualification or willingness to undertake | **P** |  |
| **Professional Skills & Experience** |  |  |
| * A sound understanding of H&S issues including Fire and Risk Assessment | **P** |  |
| * Working in an Educational establishment |  | **P** |
| * Ability to formulate ideas and solutions and present them clearly to a range of different bodies, i.e. staff or governors | **P** |  |
| * Good communication skills both verbally and in writing | **P** |  |
| * Excellent planning and organisational skills, including managing your own time workload to meet deadlines | **P** |  |
| * Ability to form good working relationships with a range of people | **P** |  |
| * Work well as part of a team and on own initiative | **P** |  |
| * Good Customer service skills | **P** |  |
| * Good handyperson and maintenance skills |  | **P** |
| * Good understanding of confidentiality and Data protection | **P** |  |
| * Good understanding of Safeguarding within a school environment | **P** |  |
| * Experience of managing a team with full line management responsibilities | **P** |  |
| **Personal Skills** |  |  |
| * Good attention to details | **P** |  |
| * Pro-active approach to work | **P** |  |
| * Works well under pressure | **P** |  |
| * High expectations of self and others | **P** |  |
| * Open minded and the ability to change and adapt. | **P** |  |
| * The ability to see the bigger picture and understand the whole school and the community needs | **P** |  |

**EXPLANATORY NOTES**

**Application Procedure**

1) Read carefully all the information about this post.

2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.

3) In section ‘details in support of your application’ please tell us:

a) Why you are applying for this post.

b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

**Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.**

**Appointment Process**

1) Suitable applicants will be shortlisted for an interview.

2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

**Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.

2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.

3) Provide proof of eligibility to work in the UK.

4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered ‘spent’.

5) Complete a Health Declaration form

**Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher’s Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

**Salary**

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

**Policy on Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

***SUPPORT STAFF APPLICATION FORM***

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| **Please use black pen when completing this form** | | | | | | | | | | | | | | | | | | | | |
| **Application for the post of** | | | | | |  | | | | | | | | | | | | | | |
| **Advertised at school** | | | | | |  | | | | | | | | | | | | | | |
| **Applicant's** **details** | | | | | | | | | | | | | | | | | | | | |
| Last name | |  | | | | | | | | First name | | |  | | | | | | | |
| Any other last names | |  | | | | | | | | Title | | |  | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
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| Day time contact no. | | |  | | | | | | | Evening / Mobile no | | | | | | |  | | | |
| Email address | | |  | | | | | | | | | | | | | | | | | |
| **Education and qualifications** | | | | | | | | | | | | | | | | | | | | |
| **Secondary / further education** | | | | | | | | | | | | | | | | | | | | |
| Establishment  (Name & town) | | | Dates | | | | | | | Qualification / Grade /  Date awarded | | | | | | | | | | |
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| **Job related training** | | | | | | | | | | | | | | | | | | | | |
| Institute / courses studied | | | | | | Dates | | | Standard or level achieved and date awarded | | | | | | | | | | | |
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| **Current employer** | | | | | | | | | | | | | | | | | | | | |
| Employers name | | | | | |  | | | | | | | | | | | | | | |
| Address | | | | | |  | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | | | | | |  | |
| Post held | | | |  | | | | | | | Date appointed | | | | |  | | | | |
| Salary | | | |  | | | | | | | Grade | | | | |  | | | | |
| Other allowances | | | |  | | | | | | | | | | | | | | | | |
| Notice period | | | |  | | | | | | | | | | | | | | | | |
| **Previous experience** (most recent employer first)  **Please include details of gaps in employment here** | | | | | | | | | | | | | | | | | | | | |
| Employer’s name and type of business | | | | | Post held | | | | | | | Date | | | | | | Reason for leaving | | |
| From (MM/YY) | | To  (MM/YY) | | | |
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| **Reasons for applying for this post** | | | | | | | | | | | | | | | | | | | | |
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| **Statement in support of application**  Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performance, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary. | | | | | | | | | | | | | | | | | | | | |
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| **References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | | | |
| **Present employer** | | | **Other** | | | | | | |
| Name  Position  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | Name  Position  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | | | | |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** | | | | | | | | | |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :  <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | | | | | | | | |
| **Further information** | | | | | | | | | |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service.** This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.** * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request. * Criminal record certificates will only be issued directly to the applicant.  The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).  The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. | | | | | | | | | |
| Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children’s Services Department, or a governor or senior employee of a school maintained by this Authority | | | | | | | | YES | NO |
| If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children’s Services Department, governor or senior employee of the school. | | | | | | | | | |
| Nature of relationship | |  | | | | | | | |
| **Where did you see the advertisement for this post?** | | | | | | | | | |
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| **Further information and declaration** | | | | | | | | | |
| Do you hold a UK driving licence (circle applicable) | | | | | YES | | NO | | |
| Do you have the use of a car for work | | | | | YES | | NO | | |
| Would you require sponsorship ( previously a work permit) to take up this post | | | | | YES | | NO | | |
| National insurance number | | |  | | | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | | | | |
| **Signature of Candidate** |  | | | **DATE** | |  | | | |
| **Privacy notice** | | | | | | | | | |
| |  | | --- | | The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.  You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. | | | | | | | | | | |