



Health and Safety Assistant

The Health and Safety Assistant provides essential day-to-day support for health and safety compliance across the site. It involves coordinating monitoring activities, working closely with contractors, maintaining accurate records, and supporting the Premises Manager to ensure a safe, well-managed environment.

Duties and Responsibilities

Health and Safety Compliance

- Carry out monthly fire extinguisher inspections in accordance with statutory requirements for routine safety checks.
- Conduct monthly emergency lighting tests, ensuring accurate records are maintained for compliance audits.
- Perform scheduled water flushing (e.g., during holidays or low-use periods) to support Legionella control compliance, ensuring records are updated and accurate and in accordance with HSE guidance.
- Accompany the water management contractor during monthly visits to boarding houses, ensuring actions align with compliance schedules.

Monitoring, Recording & Smartlog Administration

- Upload all monitoring data including fire safety, water testing, emergency lighting, and other statutory checks onto Smartlog, ensuring accuracy and timely completion for compliance evidence.
- Maintain an up-to-date overview of Smartlog compliance dashboards, identifying overdue tasks, risks, or required actions.

Contractor Liaison & Maintenance Coordination

- Raise maintenance tickets promptly when compliance-related issues are identified, ensuring timely resolution and escalation when required.
- Liaise with contractors to schedule routine and remedial visits
- Liaise with contractors for service reports, certifications, and remedial documentation, uploading all paperwork to Smartlog to maintain audit-ready records
- Meet and accompany service contractors on site when available, ensuring work is carried out safely and appropriately.

General Compliance & Administrative Support

- Support the Premises Manager with wider Health & Safety administration

Personal Specification

Skills and Knowledge	• Excellent communication skills to communicate appropriately with staff/parents pupils and other visitors. • Conscientious, well organised and reliable. • Able to follow instructions but also to work on own initiative. • Commitment to carry out the compliance checks as laid down in Health and Safety regulations • Able to work on own initiative • Familiar with Smartlog and capable of learning how to manage the content • Attention to detail with accurate record-keeping and monitoring • Ability to prioritise tasks and respond to issues identified
Qualifications/ Experience	• An understanding of Health and Safety legislation including responsibilities related to fire safety, water hygiene (Legionella control), and general premises compliance. • Experience of working within a school environment would be an advantage • Experience liaising with contractors or carrying out compliance/maintenance checks would be an advantage.
Other Requirements	• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY**Honesty Decency Morality**

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.