

<b>Group Member:</b>		Luminate Education Group Luminate Education Group	
<b>Job Title:</b>		Head of Safety, Health & Environment	
<b>Reports to:</b>		Group Director of Estates	
<b>Job Grade</b>	Spot Point 47	<b>Department</b>	Estates

**ROLE SUMMARY:**

The Head of Safety, Health & Environment plays a critical leadership role in ensuring the Group meets all legal and regulatory obligations relating to health & safety, fire safety, business continuity and incident management. This role is responsible for developing and implementing policies, procedures, and systems that support a safe, compliant, and welcoming environment across all Group properties.

The postholder will lead on risk management, regulatory compliance, health surveillance, and contractor oversight, while fostering a positive health & safety culture across the organisation. Working closely with senior leaders, estates and facilities teams, and external bodies, the Head of Department will provide expert guidance, ensure the delivery of robust safety standards, and contribute to the strategic development of safe operational practices group-wide.

**CORE RESPONSIBILITIES:**

1. To provide effective and strategic leadership across the Group on all aspects of health and safety and fire safety, ensuring full compliance with statutory requirements and the effective management of associated responsibilities including business continuity and incident management.
2. Lead the development, implementation, and regular review of relevant policies, procedures, and guidance to ensure a safe, compliant, and welcoming environment across all Group properties. Ensure health & safety policies, fire safety policies and risk assessments support accessibility and inclusion, considering the diverse needs of all staff, students, and visitors.
3. Lead and influence a positive health & safety culture across the Group, managing change initiatives to improve compliance, engagement, and behavioural safety promoting safe behaviours and ensuring staff understand and operate in line with current policies and procedures. Ensure that staff receive appropriate and ongoing training in health & safety legislation, safe working practices, and emergency procedures.

4. Provide leadership and oversight of the Group's health and safety obligations through the management of a health & safety team, ensuring high standards of professional practice and effective resource allocation. Monitoring performance and implementing proactive and reactive measures to drive continuous improvement and ensure ongoing compliance.
5. Maintain a governance framework for health & safety, supporting the executive leadership and senior management teams, including Principals, campus leaders, and recognised trade unions in understanding and fulfilling their devolved health and safety responsibilities; monitor and evaluate their performance, report findings, and provide informed advice to drive improvements. Prepare and present health & safety reports to committees, boards, and campus forums as required.
6. Oversee the Group's risk assessment framework, ensuring procedures are robust and compliant with statutory requirements.
7. Lead investigations into all accidents and near misses, reporting findings to relevant stakeholders, including the Group Director of Estates and the Health & Safety Committee.
8. Maintain and review business continuity and incident management plans in coordination with senior leaders, external agencies, and stakeholders. Manage the emergency contact system and respond effectively to incidents across the Group.
9. Develop and implement communication strategies to ensure key health & safety information is effectively cascaded to all staff and contractors.
10. Manage authorised budgets and ensure contracts and procurement activities are compliant with health & safety legislation and aligned with Group policies and procedures.
11. Oversee the implementation and ongoing management of health surveillance measures in line with legislative and organisational requirements, liaising with internal stakeholders and external providers.
12. Deputise for the Group Director of Estates as required.
13. Ensure compliance with GDPR in relation to health & safety data and reporting.
14. Support the integration of environmental and sustainability objectives within health & safety operations, contributing to the Group's sustainability commitments.
15. Collaborate with HR and wellbeing leads to ensure health & safety practices support mental health and staff wellbeing, including stress risk assessments and support mechanisms.
16. Develop and maintain suitable data collection methodologies to ensure all relevant information is captured effectively. Ensure systems are up to date, effective and robust in terms of data protection and confidentiality. Report on service delivery to ensure continuous improvement.
17. Support construction and refurbishment projects by reviewing fire safety and health & safety plans, raising issues where necessary, and ensuring competent input during design and delivery phases. Actively manage health & safety risks associated with projects led by the Estates and Capital Projects team. Ensure that all Group property is compliant with statutory responsibilities, with appropriate maintenance records and documentation in place.

18. Develop and monitor health & safety performance standards for contractors and third-party service providers, ensuring accountability and alignment with Group standards.
19. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
20. Ability to participate in evening/weekend work as required.
21. Undertake any other relevant duties specific to the department or as directed by senior management.
22. Ensure consistent implementation of health & safety standards across all campuses and departments, working closely with estates and facilities teams.

**GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1.A relevant degree or equivalent professional qualification or significant demonstrable and extensive vocational experience.	A
E	Q2. Post qualification membership of either; IOSH, NEBOSH, Institute of Fire Engineers	A / I
E	Q3. H&S Auditing Qualification, such as BSI ISO45001 Auditor or equivalent	A / I
E	Q4. English and Mathematics to a minimum of Level 2	A / I
D	Q5. Demonstrable knowledge or qualification in Project Management and or Programme Management such as, APMP	A / I
D	Q6. Demonstrable knowledge or qualification in people management or team leadership	A / I

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Demonstrable knowledge and experience of health & safety management and administration	A / I / P / C

	in an education environment or similar large multi-site complex organisation.	
E	EK2. Demonstrable knowledge of delivering training, audits and writing of policies and procedures.	A / I / P
E	EK3. Experience in a similar role providing estate/facilities and capital project management services in a large multi-site live environment	A / I / P / C
E	EK4. Demonstrable proven ability to analyse complex data, produce succinct reports and drive improved service delivery from the data.	A / I / P
E	EK5. Demonstrable knowledge and experience of developing, monitoring quality and regulatory standards against service level agreements.	A / I / P
E	EK6. Demonstrable ability to interpret legislation, rules and standards and apply them within an educational environment.	A / I / P
E	EK7. Customer focused with a proven and demonstrable understanding to responding to end user changing demands whilst maintaining compliance under statute	A / I / P
E	EK8. Demonstrable experience of building, leading, supporting, and motivating teams, and individuals, including those who are not directly line managed	A / I / P
E	EK9. Experience in business continuity planning and incident management with the ability to coordinate and respond to emergency situations effectively.	A / I / P
E	EK10. A strong track record of H&S and fire safety inspection, incident control, investigation and recording including reporting root cause analysis, then implementation of corrective actions in a relevant large, multi-discipline organisation.	A / I
E	EK13. Extensive knowledge of current UK health & safety legislation, including the Health and Safety at Work Act, Management of Health and Safety at Work Regulations, COSHH, RIDDOR, and other relevant regulations.	A / I
E	EK14. Experience in conducting and overseeing comprehensive risk assessments and ensuring effective control measures are in place.	A / I

E	EK15. Experience working with external regulatory bodies, such as the HSE, Fire Authorities, Environmental Health Officers, and other enforcement agencies.	A / I
E	EK16. Proven ability to lead and manage a professional team, ensuring continuous improvement and high performance.	A / I
E	EK17. Experience working in partnership with estates/facilities teams and contractor management, ensuring health & safety compliance during maintenance or capital projects.	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Professional and Technical Knowledge. Demonstrable professional and technical knowledge and skill sets	A / I / P / C
D	SC2. Organisational and Education Sector Knowledge; Experience of a similar organisation type and size and a good understanding of the wider educational issues.	A / I
E	SC3. Interpersonal and Communication Skills. Effective one to one, team verbal and written	A / I / P
E	SC4. Influencing Skills. Is effective at affecting the behaviour and decisions of others	A / I / P
E	SC5. Critical and Strategic Thinking able to make sense of complex issues and interrelated matters. Able to articulate these providing solutions quickly clearly whilst multi-tasking.	A / I
E	SC6. Self-Management, Learning and Emotional Intelligence. Maintains directed energy and stamina. Learn new behaviours and maintain professional development and lifelong learning. Understanding of different leadership styles. Gauges own and tempers as a leader and manager.	A / I
E	SC7. Achievement, Action, and Enduring Resilience. Progress and results focused. Quick to start keeps going and completes the task as efficiently as possible. Continues to exude optimism and a “can do” attitude under demanding circumstances.	A / I

E	SC8. Initiative and Innovation Creates and is open to new ideas, visions and perspectives. Sees possibilities and constructively challenges established practices.	A / I
E	SC9. Capacity for Changeable to thrive with complex changes requirements	A / I
E	SC10. Strong leadership and people management skills, with the ability to lead a team, influence organisational culture, and engage stakeholders at all levels.	A / I
E	SC11. Excellent communication and interpersonal skills, including the ability to present complex information clearly and confidently to a wide range of audiences.	A / I
E	SC12. Analytical and problem-solving skills, with the ability to assess risks, investigate incidents, and implement effective preventative measures.	A / I
E	SC13. Ability to work under pressure and manage competing priorities in a fast-paced and reactive environment.	A / I
E	SC14. IT literate, with experience using health & safety management systems, Microsoft Office Suite, and digital reporting tools.	A / I
E	SC15. Strong understanding of business continuity and incident management planning.	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I