

**Health & Safety Officer**

**Salary Scale: £36,386 to £38,393 per annum**

**Permanent (Full-time 37 hours per week)**

**33 days Annual Leave per annum including bank holidays.**

We have an exciting opportunity for a Health and Safety Officer to join our team at Doncaster Deaf Trust. The primary role of the Health and Safety Officer at Doncaster Deaf Trust is to ensure the health, safety and well-being of students, staff, and visitors within the Trust. You will play a crucial role in preventing accidents and incidents, promoting a positive safety culture, and complying with relevant regulations. You will also coordinate the health and safety training programme across the Trust to ensure best practice and compliance for all of our services.

The role covers a wide range of supervisory tasks including the monitoring, management and completion of legislative checks, oversight and liaison with the General Maintenance Supervisor to complete reactive maintenance ticket requests and the undertaking of policy planning and implementation.

As the DDT Health and Safety Officer you will be required to monitor and report to the Health and Safety Committee and all Trust wide Board meetings.

The Health and Safety Officer will lead and manage the Health and Safety function for the Trust, they will work with and support the property maintenance team under the direction of the Facilities and Maintenance Manager. The officer will carry out tasks across all areas of the DDT, working with a range of staff, clients, children and young people. It is critical that the officer is always flexible, professional, and diplomatic.

We are looking for a dynamic individual with a positive approach to health, safety and training. There will be a requirement to advise, guide and collaborate with our service managers to ensure our facility is safe and compliant. Communication and liaison with internal and external professionals will be imperative to the success of the role.

Experience of operating and managing health, safety and training software, such as Safesmart, would be advantageous. Please refer to the job description for a full list of duties.

**Can you demonstrate:**

* NEBOSH/IOSH Health and Safety Qualification (or equivalent).
* Extensive experience of health and safety planning, management, implementation, reporting and training.
* An understanding of Health and Safety Regulations, including knowledge and experience of COSHH/RIDDOR.
* Experience of supervising people and/or systems and processes linked to statutory compliance, Safesmart experience advantageous.
* Excellent interpersonal skills and communication skills.
* Experience of working in a high-quality customer focused environment.
* Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload within a given work schedule.

**Staff Benefits**

* Contributory Pension
* Great CPD opportunities including free sign language classes
* Free onsite parking
* Free use of onsite gym
* Westfield Health Cash Plan including Doctorline - 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer)
* Discounted childcare at the onsite Little Learners Day Nursery

For a job description and application form please visit our work for us page at www.deaf-trust.co.uk/trust/work-for-us/

**Closing date for applications: 1st December 2024**

**Doncaster Deaf Trust, Leger Way, Doncaster, DN2 6AY,**

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

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*