

Manchester City Council
Job Description
Compliance, Premises and Health & Safety Officer, Grade 5
Full time, All Year Round
Fixed-term (Sep 2025 to Aug 2027)

The post holder will report to the Compliance & Project Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, Business Manager, Deputy Headteacher, Senior Leadership Team, Site Manager, HR Manager, School Support Team, teaching staff, other support staff, pupils, parents/carers, governors, LA and outside agencies.

Main Purpose of the Job:

To support and deputise for the Compliance & Project Manager in the delivery of the administrative compliance of the school, in particular with regard to data protection, ensuring that all regulations are adhered to.

To support and deputise for the Site Manager in the delivery of the cleaning, maintenance, security and grounds maintenance of the school and its environment, ensuring that all Health and Safety regulations are adhered to.

To support the Business Manager in the delivery of Health & Safety requirements for the school, ensuring that all regulations are adhered to.

Main Duties and Responsibilities

Compliance

To contribute to the planning, development and organisation of support systems, procedures and policies.

Ensure accuracy and confidentiality of information produced relating to the administration of the school, in line with data protection requirements.

To comply and assist with the development of policies and procedures relating to statutory compliance including child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

Maintain the asset inventory and assist in the school's asset management process, alerting the Compliance & Project Manager and / or Business Manager to any areas of concern.

Premises

To support the Site Manager with the development of record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.

To support the Site Manager with the completion and submission of any information relating to building and facilities within the school.

To receive deliveries to the school and ensure distribution.

To ensure orderly and secure storage of cleaning equipment at all times.

To liaise with the supervision of other contractors on site.

To support the Site Manager in ensuring the effective security within the school and its environment, including emergency call-outs and contribute to the on-call rota as appropriate.

To be responsible for the security of specified areas and maintenance of equipment.

To be responsible for maintenance and general up keep of specified areas.

Health & Safety

To contribute to the planning, development and organisation of support systems, procedures and policies relating to Health & Safety including:

- Risk assessment (General, Specific, Trips, Medical and Staff);
- COSHH;
- Medical and Health issues (including asthma and allergies);
- Trips and visits (EVC);
- First aid;
- Fire Safety (including PEEPS);
- Lockdown and evacuation;
- Risk Register;
- Critical incidents.

To support the Site Manager, Compliance & Project Manager and Business Manager with the development of record/information systems which monitor and analyse issues relating to health & safety through computerised or manual systems.

To support the Site Manager, Compliance & Project Manager and Business Manager with the completion and submission of any information relating to Health & Safety within the school, including:

- Accident reporting;
- Near misses.

To support the Compliance & Project Manager in ensuring that all staff receive appropriate training with regard to Health & Safety.

To be responsible for the provision, ordering maintenance and use of stock / equipment related to Health & Safety.

To ensure that all equipment and resources are used in a safe manner, and any faults / incidents are reported to the appropriate member of staff.

Organisation and Administration

To provide personal, administrative and organisational support to other staff.

To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard.

Respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues.

To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

To undertake personal development to improve own practice

To assist with pupil welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils.

To assist with school administrative duties including exam invigilation as part of the agreed system for the school.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

To undertake any other additional duties commensurate with the grade of the post at the discretion of the Head Teacher and to meet the needs of the school.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

	Name	Role	Signature	Date
Post Holder				
Line Manager				
Headteacher	Ella Hughes	Headteacher		

Manchester City Council
Person Specification
Compliance, Premises and Health & Safety Officer, Grade 5

For this job we are looking for:

Experience of working in an administrative and / or school support environment.

Experience of development, management and operation of administrative systems.

Possess a high standard of numeracy and literacy skills.

Ability to plan and prioritise own workload and that of other staff to meet deadlines within fixed timescales.

Excellent personal and office organisational skills and ability to develop and maintain administrative systems.

Be able to effectively use ICT and other specialist equipment and resources.

Have knowledge and awareness of the legislative framework of schools and education.

Good communication skills, for effective interaction with other staff colleagues, pupils and the wider school community.

A good understanding of the management of premises.

A good understanding of Health and Safety requirements, including knowledge of COSHH.

A good knowledge of propriety cleaning materials and equipment.

An understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management and health and safety through computerised or manual systems.

Experience of managing staff.

Ability to relate well to children and adults.

Willingness to undergo minor first aid training.

Ability to keep accurate records.

Preparedness to work unsocial hours if required.

Willingness to abide by the City Council's and Schools various policies.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times.

Be willing to consent to and apply for an enhanced disclosure to DBS check.