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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Health and Safety Manager/EOTC Co-Ordinator**

**Responsible to**: Associate Principal

**Functional Relationships with:** Headmaster*,* SLT, Property Manager, Property Staff, wider staff.

**Hours of Work:** Full time (40 hours), 52 weeks a year.

**Objectives:**

* Develop, refine and review processes and practices for managing risk, including health and safety issues, to ensure preventable risks are managed or eliminated through education, policy and practice across the school including the farm and boarding facilities.
* Develop, manage, refine and review processes and practices for managing all Education Outside The Classroom (EOTC) within the school.

**Remuneration:**

This position is graded as Support Staff in Schools Collective Agreement.

**Person Specification**

* Easily establishes rapport with people from a wide variety of backgrounds
* Strong analytical and problem-solving skills.
* Professional appearance and manner
* Exhibits strong self-awareness, empathy, and emotional intelligence.
* Supportive of Mount Albert Grammar School and recognizes that all contacts with the wider public are ‘PR’ opportunities

**Technical Skills, Knowledge and Experience**

* In depth knowledge of NZ Health and Safety regulations
* Proven ability to lead and influence safety initiatives
* A proactive, solutions-oriented mindset with a focus on continuous improvement.
* Able to support teachers and educators in Health and Safety and EOTC areas

**Key Tasks**

**Health and Safety Manager**

* Review and develop Health and Safety systems and process and safe standard operating procedures, in consultation with faculty and department leaders
* Review Health and Safety policies and procedures and provide assurances to the Associate Principal on Health and Safety matters
* Make recommendations to the Associate Principal and Property Manager regarding the implementation of Health and Safety systems and procedures
* Develop and maintain the centralisation of all Health and Safety documentation
* Ensure the school has regulatory compliance on Health and Safety matters
* Ensure evacuation processes are relayed to staff
* Ensure drills take place and are reviewed for Fire, Lockdown, etc
* Maintain the Health and Safety register for all near misses, incidents and accidents
* Report to the Associate Principal all near misses, incidents and accidents
* Ensure that risk assessments are undertaken and reviewed on a regular basis
* Establish, take out and review a Health and Safety audit system to ensure all requirements are met
* Promote a safe working culture and environment of responsible behaviour
* Contribute to the identification and minimization of risks and compliance issues
* Manage and Chair the Health and Safety Committee
* Report (monthly) to the school board on Health and Safety matters

**Education Outside The Classroom (EOTC) Co-Ordinator**

* Review EOTC policies and procedures, update and improve as required
* Develop, maintain and revise RAM templates based on activity type
* Review EOTC documentation from staff organising trips, checking that all relevant documentation is included and completed to the required level
* Liaise with staff member in charge of the trip if additional information is required
* Liaise with Associate Principal for final sign off of the trip. If the trip is high risk, liaise with the Headmaster
* Ensure that all adults involved in EOTC are police vetted and, as appropriate, hold a current drivers licence
* Ensure all paper work is copied and stored
* Ensure student attendance is updated in KAMAR

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Health and Safety Manager/EOTC Co-Ordinator**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Headmaster**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**