

JOB DESCRIPTION

# HEALTH AND SAFETY ADMINISTRATOR

 **WIMBLEDON  
HIGH SCHOOL**

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GDST





# WIMBLEDON HIGH SCHOOL

At Wimbledon High School we are proud to do things differently. We are a high-performing school for intellectually curious girls – girls who go on to achieve great things, yet who remain grounded and who are ready to throw themselves into school life.

We have been offering an outstanding education since 1880 on our central Wimbledon site: inspiring lessons encourage edgy thinking and cross-curricular links foster truly inter-disciplinary learning that encourages problem solving and puts creativity at its heart.

As the first school to hold a Failure Week, we continue to champion judicious risk-taking.

This can only be done, of course within a warm and caring community, where students feel supported as they try something new, fail, try again and fail better. There is always lots of fun to be had along the way, but of course the end results speak for themselves: consistently excellent A Level and GCSE results taking girls to a whole variety of university courses and careers beyond.

Our co-curricular programme is extensive, so that imagination in and out of the classroom is fired. Our aim is to prepare confident, fearless young women, ready for a future where intellectual agility and resilience will be key. We want our girls to stride out of Wimbledon High School into the world and shake it up.





# THE ROLE

## HEALTH AND SAFETY ADMINISTRATOR

### JOB PURPOSE

To provide operational Health & Safety administrative support to the Estates Manager and Estates Team.

### ACCOUNTABLE TO:

Estates Manager

### MAIN RESPONSIBILITIES:

#### SCHEDULING AND SUPERVISION

- Manage the Estates Maintenance calendar ensuring this is kept up to date in accordance with PRM and Estates scheduling.
- Assist in development and management of efficient scheduling of seasonal and periodical work as per predefined requirements for internal Estates team and external third-party sub-contractors where required. Track and monitor scheduling through to completion.
- Act in a supervisory capacity within the Estates team to ensure duties are being carried out, productivity and performance are being met. Allocate jobs as necessary. Reporting back and providing feedback as required.

#### HEALTH & SAFETY AND COMPLIANCE

- Management of Techforge and document control system. Preparing and producing monthly reporting data from TF in respect of compliance, KPIs and SLAs
- Ensure SOPs for contractors/sub-contractor in respect of Health and Safety are followed. Ensuring adequate records are maintained and updated, including RAMs, DBS, and site induction.
- Assist with a robust record keeping of any Health and Safety issues reported by / or to the Estates Manager.
- Assist Estate Manager with site inspections. Creating logs updating, tracking completion, and highlighting any upcoming deadlines
- Assist Estate Manager with Health and Safety audits, recording and monitoring activities to verify compliance with, and effectiveness of, all health & safety procedures.
- Produce Health, Safety, Security, and Compliance reporting.
- Creation and cascading of Health & Safety information to the Estates Team, including Toolbox talks and SOP updates.
- Ensure adequate record of PPE distributed to the Estates team is maintained and monitored.





# THE ROLE

- Assist with the development and upon completion, the further updating of a premises site file when required.

## FINANCIAL

- Acknowledge receipt and review of quotes alongside Estates Manager.
- Raise purchase order requisitions as required via Compleat, the school purchasing system.
- Receipt delivery of goods, services and works completed via Compleat.
- Liaise with Finance team to ensure invoices in relation to Estates are received and paid in an appropriate time frame.

## CONTRACT MANAGEMENT

- Assist with appropriate and periodical contract reviews and tenders when required.
- Ensure that all contracts are up to date and filed appropriately.

Liaise with outsourced, third-party providers, including but not exhaustive to:

- Cleaning Contractors – Ensure cleaning is in line with the expected and acceptable standards. To attend regular scheduled contract meetings and be assist with quality auditing.
- Waste Management providers - To ensure collections take place as per agreed schedule and any issues arising are resolved quickly and efficiently.

## TRANSPORT MANAGEMENT

- Ensure servicing and MOT inspections are

conducted at the appropriate servicing intervals by the authorised dealership and adequate records are maintained.

- Ensure approved driver records are maintained and copies of licence and certificate are documented on file.
- Ensure appropriate and adequate records are maintained for weekly checks.
- Schedule and book any additional transport hire as may be required on occasion.

## GENERAL

- Scheduling meetings, taking minutes, and recording actions
- Project management tracking, record keeping and document control.
- Assist in the implementation and further maintenance of adequate asset registers and inventories.

## TRAINING

- It is expected that the Health and Safety Administrator will complete all on-line e-learning training as required by the GDST for the role. This will include a one-day first aid course and a fire marshal course.
- Assist with the development of a well-defined and relevant skills matrix for the Estates team. Ensuring adequate and up to date records are maintained.
- Assist with scheduling of training for team as set out in the skills matrix, ensuring adequate cover maintained on site.



# THE ROLE

## SITE SECURITY

- Report any breaches and maintain adequate and sufficient security breach records as required.
- Supervise and on occasion undertake testing of all school alarm and surveillance equipment and systems as required.

The Health and Safety Administrator will undertake other such specific duties which may, from time to time, be reasonably assigned by the Estates Manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment during the review process or whenever circumstances dictate changes in the role of the post holder within the school.

## GENERAL REQUIREMENTS

### ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for

staff, students, and visitors.

- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

## REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# PERSON SPECIFICATION:

## HEALTH AND SAFETY ADMINISTRATOR

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### SKILLS REQUIRED

#### ESSENTIAL

- Good literacy & numeracy skills
- Excellent communication skills
- Attendance at courses related to health & safety or facilities operations.

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### SKILLS AND ABILITIES

#### ESSENTIAL

- Strong IT skills. sending and replying to emails, familiarity with Microsoft office etc
- Ability to use online school systems for helpdesk management and maintaining compliance records.
- Willingness to work as part of a team.
- Ability to manage time effectively and work to deadlines.
- Ability to manage own work effectively.
- Able to use own initiative.

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### PERSONAL ATTRIBUTES

#### ESSENTIAL

- To relish challenge and perform efficiently in this role.
- To be able to lead by example.
- Tenacity and commitment while working under pressure.
- Ability to organise and prioritise.
- Good team player.
- Good communication skills both orally and in writing.

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### KNOWLEDGE AND EXPERIENCE

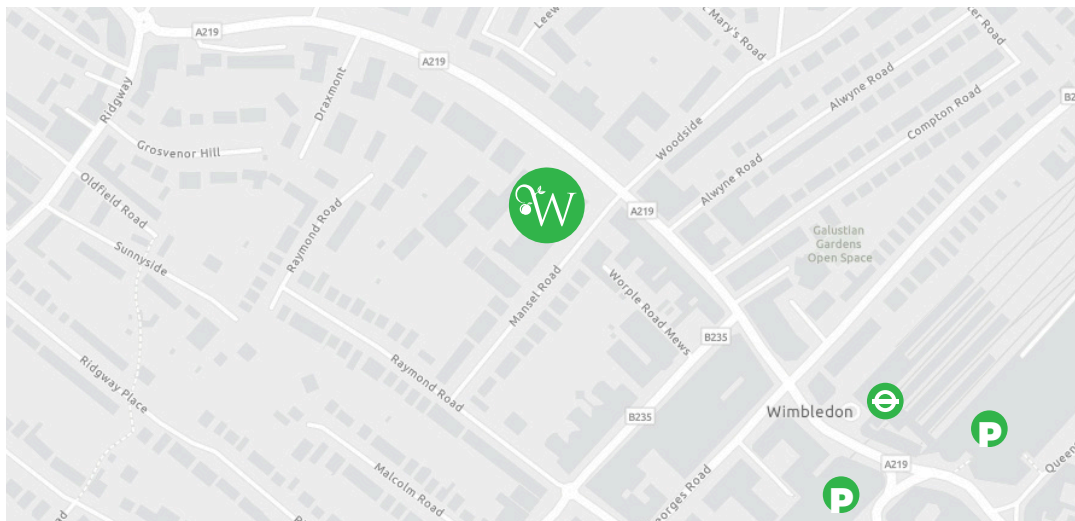
#### ESSENTIAL

- Knowledge of relevant Health, Safety & Compliance
- Supervisory/Management experience
- Helpdesk/CAFM management experience
- Knowledge & experience of PPM and scheduling
- Experience of contractor management
- Experience of document control





## LOCATION



Wimbledon High School is conveniently situated in the heart of Wimbledon.

The station is a few minutes' walk away, serving National Rail, London Underground and Tramlink.

Buses 93, 493, 200, 57 and 131 stop nearby. If you are driving to Wimbledon to visit the

school, please use one of the two public car parks marked on the map and allow plenty of time.

Parking in Mansel Road and surrounding roads is limited to a few metered bays.

We regret that there is no visitor parking available on the school site.

Our playing fields are at Nursery Road, a ten

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