

Person Specification – Health and Safety Officer

	Essential	Desirable	Measured / Shortlisted by
Qualifications			
Minimum of GCSE English and Maths at Grade C (4) or above and Level 3 Qualifications	*		Application Form
NEBOSH General Certificate or equivalent qualification in Health and Safety	*		Application Form Original Certificates
Evidence of continuing professional development in health and safety practices	*		Application Form Original Certificates
Membership in a professional body such as IOSH or similar		*	Application Form
Relevant first aid qualifications or certifications (e.g., First Aid at Work)		*	Application Form Original Certificates
Experience			
Proven experience in a health and safety role, preferably within an educational or similar environment	*		Application Form Supporting Letter
Experience developing, implementing, and monitoring health and safety policies	*		Supporting Letter
Practical experience conducting risk assessments and safety audits	*		Supporting Letter
Experience in handling off-site activities, work experience placements, or educational trips		*	Supporting Letter
Familiarity with managing safety requirements in high-risk areas, such as science laboratories, sports facilities, and performance spaces.		*	Application Form Supporting Letter
Knowledge			
Strong understanding of health and safety legislation and best practices	*		Application Form
Knowledge of risk management and incident reporting	*		Application Form
Awareness of emergency preparedness planning, including fire safety and evacuation procedures	*		Application Form
Understanding of COSHH, manual handling, and working at height regulations	*		Supporting Letter
Familiarity with DSE regulations and workplace ergonomics	*		Application Form
Skills			
Strong organisational and time management abilities	*		Interview References
Excellent communication skills, both written and verbal, for report writing and training delivery	*		Supporting Letter Interview References
Competence in IT systems for maintaining records and documentation	*		Supporting Letter
Experience in delivering training sessions or workshops		*	Supporting Letter
Ability to chair meetings and lead committee discussions effectively		*	Supporting Letter
Attributes			
Commitment to upholding the college's values and promoting a safe and inclusive environment for all	*		Supporting Letter Interview
Professional Appearance and Attitude	*		Interview
Collaborative and approachable, with the ability to work effectively with diverse groups	*		Interview
Good health and attendance record	*		References
Proactive and self-motivated with a keen attention to detail	*		Supporting Letter Interview References

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Strong problem-solving skills and the ability to think critically under pressure	*		Supporting Letter Interview References
Enthusiasm for promoting a positive health and safety culture	*		Supporting Letter Interview
Flexibility to adapt to changing priorities and handle emergency situations		*	Supporting Letter Interview
Full Disclosure clearance from the Disclosure and Barring Service / medical clearance (both will be followed up following an initial offer of employment).	*		DBS