

Department and Post Details

Department Name	Facilities (Estates)
Post Details	Health & Safety Officer – Part-Time, 22.2 Hours per week (0.6 FTE / 3 Days per week) We are seeking to appoint a Health and Safety Officer to act as the College’s legally designated Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations. The postholder will provide strategic, technical, and regulatory advice to the Principal, Governors, and Senior Leadership Team, while developing and maintaining the College’s overall Health & Safety Management System. The role focuses on policy development, active auditing, compliance oversight, high-risk case management, and investigation, working collaboratively with the Facilities/Estates team, HR, and departmental leads who manage routine day-to-day physical controls and administration. Start Date: as soon as possible
Staffing Structure	The team currently consists of: - Head of Facilities - Team Leader - Compliance Manager - Facilities Assistants - Day Janitor
Services Provided	We have two modern buildings on site with a total floor space of 16,000m². The Estate consists of a sports hall (2000) of 1,530m², the main building (2010) of 14,419m², and the Romero building (2025) of 1,142m². We also have extensive outdoor spaces including modern MUGA pitches. Aquinas has over 2500 full time 16-19 year old students with approximately 120 full time equivalent (FTE) teaching staff and 60 FTE support staff. As part of a small and busy team, your ability to work flexibly and methodically will be essential. You will need to be approachable and work well with others. You will be in contact with staff and students so good communication skills are essential. A ‘can do’ approach is essential in supporting the running of a busy and fundamental part of the college. The facilities team endeavour to attend to issues before they are reported to us, which requires good attention to detail and an ability to

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	be vigilant. Alongside this, a sense of pride in one's work is incredibly important. The successful candidate must be willing to undergo any training as required; be able to understand and apply regulations (such as health & safety, manual-handling regulations etc.) and undertake any other relevant duties, which may be allocated as, required.
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