

# Health and Safety Officer

## Job information pack



Loretto



**Loretto School** is a leading independent boarding and day school located on the outskirts of Edinburgh. We are seeking an experienced Health and Safety professional to join our Team.

### **Purpose of the role**

The Health and Safety Officer is responsible for working proactively with staff and the Senior Leadership Team to establish and maintain safe systems of work and a safe environment for colleagues, pupils, visitors and contractors.

You will work directly with the Head of Operations and the external Health and Safety consultant, to develop and implement health and safety best practice, promote a positive culture and awareness of Health & Safety, ensure compliance with applicable Health and Safety legislation and that the School's Health and Safety Policy is implemented consistently across the organisation.



### **Terms of the post**

This is a permanent, full-time post. Salary band £35,000 to £45,000 dependant on skills and experience.

### **Application**

If you think that this is the right opportunity for you, please apply through the [School Talent website](#). As part of the application process, you will be asked to submit a CV and provide a statement outlining why you would be suitable for the post.

You must have the right to work in the UK to apply for this post. Visa sponsorship is not available.

If you have any questions about the application process, please contact [jobs@loretto.com](mailto:jobs@loretto.com)

**Closing Date: Sunday 25 January 2026 at 11:59pm**

## Main responsibilities

You will:

- Have an understanding of statutory Health and Safety requirements, which are to be met by the School, and ensure that all documentation is maintained to the required standard.
- Have at least 3 years' experience of working in a similar role in a multi-faceted environment with complex facilities management challenges.
- Manage routine Health and Safety activities (e.g. Workplace Inspections, Risk Assessments, Fire Safety Management, DSE assessments etc.).
- Manage the collection and storage of accident and other Health and Safety data, for the purpose of producing regular safety management GAP analysis reports, identify trends and recommend action.
- Ensure that all relevant 'reportable' accidents and dangerous occurrences (RIDDOR's) are reported to the Health and Safety Executive in a timely manner.
- Investigate or, where appropriate, assist others to investigate the circumstances and causation of all accidents, incidents, near misses and dangerous occurrences, including; the keeping formal records of the investigation, and any action taken or recommendations to prevent a recurrence.
- Monitor, evaluate and review Health and Safety Policies and Practices and develop and implement new policy and procedure documents as required.
- Manage and monitor all Health and Safety training for staff – ensuring all induction and mandatory refresher training is up to date and appropriately recorded.
- As fire officer, you will ensure that all fire wardens are appropriately trained, and that fire drills and evacuation briefings are carried out at the commencement of each term. Also, you will ensure that all Fire Risk Assessments are maintained and updated, and you will liaise with external fire safety consultant.
- Attend key Health and Safety meetings (including preparation of quarterly report), and other stakeholder meetings where requested to do so.

## Reporting

- To lead and report on the ongoing School's Health and Safety Action Plan.
- Co-ordinate the issuing of notifications where required to the Health and Safety Executive or other relevant statutory bodies.
- To work with staff to ensure risk assessments are prepared and reviewed as necessary.
- To carry out audits to evaluate the effectiveness of Health and Safety systems and procedures and identify and implement improvements.

- To advise the Senior Leadership Team on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance.
- Communicate effectively with the School's external Health and Safety and fire safety consultant

## Support

- Support managers to maintain safe systems of work and implement best practice, including providing specialist advice, coaching and practical support as needed.
- To consult with employees on Health and Safety, and Fire Safety issues and support the School's Health and Safety Committee.
- To assist managers in implementing Health and Safety systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH).
- To access professional support and guidance from other relevant organisations and external sources as necessary.

## Development

- To contribute to the ongoing development and delivery of the School's Health & Safety Action Plan.
- To identify and assist in meeting appropriate employee training needs.
- Ensure your own professional development is maintained.



## Knowledge, Skills and Experience

You will:

- Have experience of working in a similar role in a multi-faceted environment with complex facilities management challenges;
- Hold NEBOSH general certificate (or IOSH equivalent) along with membership of a recognised professional body.
- Have or working towards NEBOSH fire certificate (or equivalent) would be desirable, but is not essential.
- Have proven excellent communication skills including training and guiding staff/colleagues in Health and Safety practice;
- Have the ability to prioritise workload and effectively communicate with senior management
- Familiarity with appropriate guidance and standards such as HSG65 & ISO 45001
- A “can-do” and proactive attitude, and positive approach to problem solving





## Our School

The first thing you notice when you enter the Loretto campus is the warm and vibrant atmosphere. Welcoming around 500 pupils across the Junior and Senior School, our small size means that every child is known and nurtured and feels part of our community.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by our most famous Head, Hely Hutchinson Almond. No matter where pupils' passions lie, a Loretto education ensures they will be supported to explore and develop these.

From wrap-around care in Pre and Junior School and day, flexi, weekly and full-boarding options in Senior School, Loretto offers flexibility to modern families. Pupils can board from age 12. The School has two boys' boarding houses, two girls' boarding houses, and one co-educational house – each welcoming boarding and day pupils, ensuring everyone feels at home at Loretto.

## Our pupils

The Lorettonian community is diverse and inclusive. We welcome pupils from 25 different countries, expanding the horizons of all our pupils. In addition, our bursaries and scholarships mean that no matter a child's financial background, a Loretto education is accessible.

Loretto pupils are well-rounded and determined. With a 99% A Level pass rate in 2024, pupils at the school perform exceptionally well academically. However, as every pupil is encouraged to pursue their individual interests, excellent achievements are evident everywhere – from the arts to the sports pitches and golf courses.



## Our values

Underpinning all that we do at Loretto are our values:

**Kindness** – fostering empathy

**Integrity** – promoting honesty

**Loyalty** – building a sense of support

**Tenacity** – empowering pupils to strive for excellence



Through opportunities that nurture mind, body, and spirit, these values will be instilled in Lorettonians, so that each achieves their potential whilst also ensuring they grow into responsible and considerate citizens.

The School is committed to equal opportunities for all its pupils and staff.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.