Job Role: Health & Safety Site Manager

Reports to: Principal

Location: Hampstead

Contract Type: Permanent, Full Time

Start Date: Spring Term

Salary: Competitive

Overview:
Responsible for premises and health and safety across both Centre Studios and Park Hill sites. Oversee the maintenance, security, and daily management of both locations to ensure a safe, clean, and functional environment. To provide a support service complementary to the teaching and learning activities in the College.

Job Purpose:

This role is an exciting opportunity for someone to make a real impact at Hampstead Fine Arts College. We are looking for an individual with a proven track record of premises management, preferably across a number of sites. As Health and Safety Site Manager you will be accountable for taking the lead on all compliance matters, with particular emphasis on Health and Safety across all our buildings. You will manage the College premises and sites to ensure health, safety and security of students, staff, parents, governors and stakeholders, including contractors and visitors to the college.

Working closely with the Senior Leadership Team, you will be expected to ensure the provision of an efficient and effective premises management service. You will need to balance a flexible 'can-do' approach with the determination and organisational skills required to ensure consistent regulatory compliance across numerous sites. You will work under own initiative ensure workload is prioritised and efficiently completed.

This role offers a fantastic career opportunity for the successful candidate to collaborate with colleagues across Dukes as you develop the premises/site function. You will also contribute to the strategic vision and direction as Hampstead Fine Arts continues to develop and grow in size. You will occasionally lead initiatives focused on supporting College development.

Key Responsibilities:

Please note that the list below is illustrative of the general nature and level of responsibility of the work to be undertaken, it is not a comprehensive list of all tasks. General tasks may be varied from time to time to take into account the changing nature of the College and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

- Ensure the highest standards of maintenance and support services, utilising skills across the buildings where appropriate
- Lead health and safety practices across both sites, ensuring compliance with relevant health and safety regulations, including fire safety and emergency procedures.
- Manage day-to-day site operations, including security and maintenance at Centre Studios and Park Hill. Managing access control and perimeter checks.

- Ensuring College buildings, grounds and facilities are in good repair and appearance and conduct general maintenance and perform minor repairs across buildings and grounds.
- Ensure heating, water, lighting, electricity, alarm systems and keyholder responsibilities are fully operational.
- Take a lead on health and safety management as outlined in more detail in the Health and Safety section below.
- Monitor the performance of premises related contracts such as cleaning and maintenance, ensuring a clean and hygienic environment, waste disposal, sanitary provisions, pest control and ensuring supplies are replenished.
- Monitor site cleanliness and address safety issues promptly, ensuring college premises are clean and free from litter/graffiti, including College entrances.
- Set up rooms and dismantle/clean-up before/after events and College activities.
- Manage incoming deliveries, order, quotes and tenders for any grounds/premises, health and safety related costs.
- Manage and supervise contractors on-site for larger maintenance or construction projects. Lead the procurement and supervision of all planned building and/or refurbishment works.
- Working with the Financial Controller, regularly review the provision of premises related goods, services, and utilities to ensure these remain appropriate to the needs of the College.
- Perform regular health and safety inspections, including fire alarm tests and risk assessments.
- Extra-curricular trip lead, responsible for the evolve trip system and ensuring all risk assessments for trips are in place. Ensuring all trips are recorded in the College diary at Reception.
- Support the College's aim to maintain a safe and supportive learning environment.
- Conduct daily lunchtime patrols to ensure safety and order.
- Ensuring relevant policies are in place and reviewed regularly to ensure the College is compliant with Health and Safety and ISI regulations and college policies.
- Ensuring that the Health and Safety handbook is distributed to and read by all staff especially new members of staff on induction.
- Preparing H&S reports for Governors as required.
- Communicating with staff, contractors and students regarding any H&S matters. Communication to parents to be sent via the office.
- Responding to emergencies on site.
- Ensuring First Aid provisions are in date, regularly checked and accidents reported as required.
- Keep record logs for maintenance of fire safety, asbestos, legionella and any other health and safety logs required by College policy or any external auditor.
- Act as staff Health and Safety representative.
- Report any emergencies in faults with gas, electric, water and any other H&S issues to the Principal/Head and relevant suppliers, co-ordinating repairs.
- Organise the planning of any H&S or building works to take place during college holidays.
- Ensure your own and all staff H&S training is complete and up to date.
- Ensure water dispensers, coffee machines are fully stocked at all times.
- Attend meetings as required.
- Ensure that where there are building management systems, these are running effectively/efficiently and optimised for the conditions and energy efficiency.
- Ensure that the asset management system (or equivalent) is fully utilised by the College to ensure statutory H&S and fire compliance, and that systems are updated with all relevant documentation.
- Keep up to date with the latest legislation and guidance in facilities related matters and access relevant training.
- Be the lead contact with all contractors and health and safety advisors.
- Ensure appropriate arrangements are in place for managing events.

- Ensure the College has adequate security arrangements in place.

Health and Safety

- To develop, review, evaluate, implement, and manage the Colleges H&S policies and procedures and ensure compliance with all relevant statutory regulations and recognised best practice across the region.
- Responsible for maintaining all premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment; the safe storage of any potentially harmful materials and that there is appropriate and effective signposting.
- To ensure that the College has a robust and compliant approach to all H&S matters, with safe systems and processes in operation in accordance with risk control hierarchy methods.
- To ensure that H&S policies are adhered to across the College through regular audit, inspection, and other monitoring methods.
- Review the outcomes of annual health and safety and fire safety audits across all College premises and complete required follow up actions in a timely manner.
- Conduct and maintain the log of regular health and safety checks and ensure they are always conducted with the required regularity. E.g., fire alarm tests, fire drills, legionella checks.
- Lead on health and safety matters, investigating accident and incident reports, ensure system compliance and undertake routine and ad-hoc inspections and audits of related systems and processes.
- Ensure that any premises related health and safety training is regularly completed by all staff and records held to confirm. Assist with training when required.
- To devise and deliver appropriate Health and Safety training for staff and pupils to meet the College's legal obligations.
- First Aid training for staff, when complete, up to date.
- First Aid kits around college, checked monthly documented and relevant stocks reordered.
- Accident books (slips and trips etc) – how accidents are investigated recording of accidents, who reported too, follow-ups.
- Working with teaching staff to make sure staff have correct information for specific student in terms of first aid.
- Arrangements for pupils with medical conditions - how recorded, disseminated and reviewed.
- Safe storage of medicine onsite.
- Drawing up of Care Plans and Risk Assessments for medical conditions in consultation with pastoral staff.
- To oversee regular or ad hoc projects/events at the College that present higher risk to pupils and staff, for example, college productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.
- To attend Health & Safety Committee meetings across Dukes Education
- To manage the College Health and Safety Working Group and its meetings
- To attend meetings of Governors any other meetings, if and when required, to report on H&S issues.
- To receive and manage external inspections from the Local Authority or other statutory bodies.
- Daily patrols to ensure behaviour and crowd management of students in local area
- Daily Fire Checks
- Weekly Fire Tests
- Managing and overseeing Emergency Invacuation and Evacuation drills
- Monthly Compliance checks
- To carry out any other reasonable ad hoc task or request as directed by the Principal, Head, Financial Controller, or other member of the Principal's Leadership Team.

Compliance

- Assist with development of, and implement service specifications and standards for facilities related services e.g., cleaning.
- Ensure that any plant and equipment is accessible for insurance inspection as required and that inspections are carried out to maintain terms and conditions for insurance.
- Ensure that contractors are engaged in line with the policy on managing contractors including ensuring that method statements and risk assessments are requested, evaluated, and monitored for all works carried out by contractors on site.

Facilities Management

- Project Management. To lead on the successful development and renovation of new premises, as Fine Arts continues to expand and develop its growth within Dukes Education. Liaising with all contractors and supporting the process, ensuring all deadlines are met.
- Main key holder, control site keys and routine and non-routine opening.
- Supervision of contractors on site.
- Ensure all out of hours calls and emergencies are dealt with in a timely manner.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

Person Specification:

Qualifications and Training

- Qualified to GCSE level or equivalent
- Health and safety qualification i.e., IOSH, NEBOSH
- Right to work in the UK.

Knowledge and Experience

- Three or more years' experience in Facilities Management or related field.
- Computer literate, with experience of data handling IT systems (including Microsoft Office, Outlook, and Google Suite is preferable).

Personal Qualities

- Drive and enthusiasm for delivering a quality support service that consistently produces positive and demonstrable impact.
- Ability to make sound judgements and assess potential problems at both strategic and operational level.
- Professional integrity and resilience.
- Able to manage conflicting priorities and achieve stretching objectives.
- Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders and partners.

Values

- Personal vision is aligned with Dukes Education, high aspirations and expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Motivation to continually improve standards and achieve excellence.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people. The selection process will explore safeguarding-related issues, including motivation to work with children, ability to maintain appropriate professional boundaries, and emotional resilience. All appointments are subject to enhanced DBS checks, prohibition checks, and satisfactory references.

Please note that we will also carry out an online search for shortlisted candidates to identify any issues or incidents available publicly online. The College may explore issues pertaining to the online checks at any interview.

Other

This post is subject to an Enhanced Disclosure and Barring Service check.

The successful candidate will act as the senior named key holder if required to attend the College in the event of an out of hours emergency. Time will be granted in lieu.

How to apply

Application and job description can be found on the vacancies page on our website.

Closing date for applications: 9.00am Friday 11th December 2026.

Interviews will be held asap thereafter.

Applications will be reviewed as they arrive. We reserve the right to close this advert early should a suitable applicant be found.

Hampstead Fine Arts College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure and a check of their career history. This post is exempt from the Rehabilitations of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

The following policies should also be reviewed as part of this advert:

- Child protection and Safeguarding Policy
- Safer Recruitment Policy
- Application form