Educational Visits and Compliance Lead – Job Description

JOB DESCRIPTION

The Health & Safety Compliance Lead provides school-wide coordination and assurance, helping to embed safe practice in everyday school life. While our the Facilities Manager leads on premises and the physical environment, this role focuses on staff competence, day-to-day practice, risk management and safety culture.

As a specialist SEND school supporting students with social, emotional and mental health (SEMH) needs, the school must manage risk while supporting students' wellbeing and avoiding unnecessary restrictions. The postholder will guide, coordinate, challenge and monitor, while ensuring staff retain responsibility for health and safety in their own areas.

Key Responsibilities

Health & Safety Practice and Culture

- Promote a positive safety culture in which safe practice is part of everyday school life.
- Give staff practical advice, explain responsibilities and challenge unsafe practice constructively.
- Identify emerging and recurring risks with colleagues and support proportionate solutions.

Educational Visits and Residential Trips

- Act as the school's lead Educational Visits Coordinator (EVC).
- Oversee the school's educational visits systems, including timely requests, approvals and reviews of risk assessments.
- Support visit leaders to assess risks and plan appropriate staffing, supervision, travel, accommodation, activities and emergency arrangements.
- Provide first-line assurance for residential and higher-risk visits, including consideration of students' individual needs, behaviour, medical needs, first aid, medication and allergies.
- Escalate significant concerns to senior leaders.

First Aid, Medication and Allergy Awareness

- Oversee staff competence, training, refresher requirements and cover for first aid and medication.
- Coordinate relevant training and maintain accurate training, competency and first aid records.
- Check that permissions, medication records, storage and other required arrangements are in place.
- Support reviews of medical information and individual healthcare arrangements where needed.
- Promote consistent allergy awareness and maintain oversight of relevant training and emergency arrangements.
- Support senior leaders to review first aid, medication and allergy incidents and near misses, identify learning and monitor follow-up actions.

Incidents, Accidents and Near Misses

- Ensure incidents, accidents and near misses are recorded appropriately and reported to the relevant senior leaders.
- Monitor follow-up actions, identify recurring themes and share learning.
- Escalate significant or persistent concerns and risks that may affect the wider school.

Audit, Committee and Assurance

- Contribute to the annual Health & Safety Audit and the wider assurance programme.
- Attend and actively contribute to the Health & Safety Committee.
- Work with the Facilities Manager and colleagues to review and improve arrangements covering both the physical environment and staff practice.

Educational Visits and Compliance Lead – Person Specification

PERSON SPECIFICATION

Knowledge and Experience

- Sound understanding of health and safety principles, with experience in a regulated or compliance-focused environment.
- Understanding of how staff knowledge, confidence and behaviour influence the effectiveness of health and safety arrangements.
- Experience coordinating or overseeing a significant number of educational visits, including visits involving adventurous activities.
- Confident using IT and able to learn new systems quickly.
- Experience in an SEMH setting is desirable. The postholder must be calm and resilient around challenging behaviour and heightened emotions, and understand how distress and dysregulation can affect risk.

Approach to Health & Safety

- Practical, proportionate and solutions-focused, with the judgement to distinguish genuine risks from unnecessary bureaucracy.
- Able to support safe teaching, learning and student experiences without creating unnecessary restrictions.
- Curious about how procedures work in practice and confident observing, asking questions and identifying improvements.
- Understands the need to support and assure staff without taking away their responsibility for their own areas.
- Able to provide sound first-line assurance for residential and higher-risk educational visits.

Communication and Professional Challenge

- Approachable and confident, with the ability to build positive relationships across the school.
- Able to explain requirements clearly, give practical advice and challenge concerns constructively.
- Confident following up actions, having difficult conversations and escalating concerns when necessary.

Organisation and IT

- Well organised, with good attention to detail and the ability to manage competing priorities and deadlines.
- Able to maintain records, monitor compliance, track actions and analyse information using digital systems, including Microsoft Word and Excel or equivalent.

Training and Qualifications

- First Aid at Work qualification.
- First Aid Instructor qualification – advantageous.
- Educational Visits Coordinator (EVC) training – advantageous.

Personal Qualities

- Practical, proactive and solutions-focused.
- Calm, resilient, dependable and organised.
- Observant, curious and committed to continuous improvement.
- Confident and able to exercise sound judgement.
- Supportive and collaborative, while maintaining accountability.
- A clear communicator, comfortable giving constructive challenge and building trust.

Above all, the postholder will bring a practical and proportionate approach that makes health and safety an integral part of everyday school life.