

POST TITLE: HEALTH AND SAFETY ASSISTANT	DEPARTMENT: ADMIN
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Specification	Essential	Desirable	Identified by
Qualifications and Training - GCSE's or equivalent, in mathematics and English - NVQ level 2 in Business Administration or equivalent qualification - NVQ Level 2 in Health and Safety in the Workplace or equivalent qualification - IOSH Managing Safely <i>or be willing to achieve it</i> - ICT qualification in Microsoft Office packages, to include the ability to produce and amend word processing / spreadsheet documents	x x x x	x	AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I
Work experience - Previous experience in a health and safety, or compliance role - Experience of working with fire alarm systems or similar technical systems - An understanding of health and safety and fire requirements and the importance of compliance - Fire Marshal training or previous fire safety responsibilities	x x x x		AF/I/R AF/I/R AF/I/R AF/I/R
Skills, Abilities and Professional Attributes - Warm and welcoming, able to communicate effectively with a diverse array of people - Ability to work as a member of a team and under own initiative - Excellent written and verbal communication - Excellent time management and organisational skills with the ability to prioritise workload and meet deadlines - Strong administrative and record-keeping capabilities - The ability to identify potential risks and escalate issues appropriately - Excellent awareness and practice of confidentiality - An awareness of equality and diversity issues in a training / educational environment - Proactive and enthusiastic with a positive flexible approach to problem solving - To be able to work at times, with the minimum of supervision and with a variety of tasks while being an effective team member - Excellent attention to detail	x x x x x x x x x x x		I/R I/R AF/I/R I/R I/R I/R I/R AF/I/R AF/I/R AF/I/R AF/I/R
Personal Attributes - Adaptable / flexible - Demonstrate initiative - Assertive although calm under pressure - Positive Attitude (constructive, optimistic, willing individual) - Accountable (being responsible for your actions) - Personal Integrity (acting ethically, communicating openly and honestly) - Willingness to undertake further training and learn new skills - A willingness to undertake additional tasks and responsibilities as directed	x x x x x x x x		AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R

Completed by: Michelle Bardsley (Lead HR & Admin)	Date: August 2026
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Key AF = Application Form CQ = Certificate of Qualification R = References
OT = Occupational Testing CRB = Criminal Records Bureau I = Interview
This specification has been prepared in line with the requirements of the College's Equality & Diversity Policy.