

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Fire Safety Technician
Reporting to:	Health & Safety Compliance Manager
Line management responsibility for:	N/A
Main purpose of the role	
To undertake Fire Safety checks and tests in accordance with Bedes Fire Safety policy and procedures being proactive to address any areas of non conformity and fire risk in order to ensure compliance with Fire Safety Legislation.	

Main responsibilities:

- Fire Safety Policy and Regulation:** To be fully conversant with the School's Fire Safety Policy and procedures and support their implementation and monitoring across the School's various sites
- Planned Fire Safety Inspection:** To be responsible for undertaking allocated Fire Safety checks and testing of equipment, to include weekly fire alarm tests, Emergency lighting tests, escape route checks and extinguisher visual inspections. Undertaking any appropriate remedial action in line with Trust guidelines and instructions; to assist with the running and reviewing fire drills across the Trust to ensure full compliance with all related regulations and that staff (including contractors) and pupils have an understanding of Fire Safety and how they should act in any given situation
- Advice and Guidance:** To provide onsite advice, within area of expertise and competence, to staff on Fire Safety, referring all queries outside areas of authority to the Trust Health & Safety Compliance Manager, to help ensure that managers and staff understand the implications of the work they are doing and their duty to ensure it is undertaken in a fire safe and compliant manner
- Risk Assessments:** As instructed to support the undertaking of Fire risk assessments, working closely with the Health & safety Compliance Manager and staff to ensure that any areas of risk are identified and mitigated and that a fire safe working and learning- environment is in place.
- Policies and Procedures:** To understand and operate within Fire Safety Policies and associated procedures to ensure that the Trust is compliant with legislation, understands Best Practice and its appropriateness or otherwise when considering changes and enhancements to policies and procedures
- Systems and administrative records:** To complete all required records and systems and keep documentation to ensure there are clear logs of all the Estates H&S and Fire Safety work undertaken and services delivered

Measures:

- Fire Safety Policy and Regulations:** Trust's policies and practices in relation to Fire inspection and testing are fully understood

2. **Planned Fire Safety Inspection:** All allocated planned inspections and testing undertaken thoroughly, compliantly and in accordance with allocated timeframes; all areas of concern are reported promptly and appropriately and remedial actions undertaken as instructed
3. **Advice and Guidance:** Staff, when asked, report sound advice and support given and a willingness to help and support
4. **Policies and Procedures:** Policies are understood and rigorously the actions they need to undertake to ensure compliance with them; changes and enhancements to policies and procedures are taken on board and implemented
5. **Systems and administrative records:** Records accurate and up to date, easily accessible; Communications, both written and verbal are clear and effective; all paperwork up to date.

Key Dimensions Impacted by the Job:

1. C.1100 pupils aged 3 months to 18 years (800 at Senior School, including 330 boarders and 300 at Prep School, including c 30 boarders)
2. 500 staff
3. Two main campuses, multi-use buildings, many of which are not purpose built

Key Skills and Experience:

1. Organised and diligent
2. Sound interpersonal skills
3. Competent IT skills including records and retrieval systems
4. Can do / will do flexible approach to work
5. Collegiate and inclusive

Key Interfaces:

1. All staff across the Trust
2. Staff in animal management and stables
3. Colleagues in Estates department

Operating Environment and Context of the Role:

Bede's is a successful, friendly and warm welcoming community. We offer a high quality service to all our pupils and have ambitious plans to continue to improve and develop the services, which we offer. The Estates function is central to ensuring Bede's has the built and natural environmental resources necessary to meet its business needs and the standards of facilities and accommodation, which our parents expect and the teaching staff require to deliver the curriculum and above all that this environment is safe for both learning and working - pupil, staff and visitor safety is paramount at all times. The job-holder is part of the Health & Safety team and would work closely with the Health & Safety Compliance Manager and Health & Safety Technician.

Many of the buildings from which the school operates are period and consequently were not purpose built, which has implications for Fire safety compliance and evacuation e.g. some of the internal staircases in the period buildings are steep and narrow and require special consideration in terms of their use in fire evacuation situations.



The Senior School campus includes an Animal Management centre (with resident animals and reptiles) and a stables unit with stabling and livery for up to 22 horses, both environments require special focus in relation to fire safety and evacuation to ensure the wellbeing and safety of the animals.

The dynamic school environment means that the job-holder must demonstrate high levels of flexibility and co-operative working.

In addition to the main Prep and Senior boarding schools, the Trust uses its facilities to run an International Summer School and an English Experience for overseas pupils, which means that in essence the school is operational 24/7 and 51 weeks of the year. Significant scheduled and planned maintenance takes place during the Summer School period (as it is a quieter time operationally), this adds to the complexity of fire safety as fire drills have to be undertaken with each cohort of students.

The Trust Estates Department contracts out major works and the job holder will work closely with them as instructed to test compliance with Fire Safety policies.

Safeguarding:

Bede's School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

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