

# Job Description

Function:	Schools Operations Health and Safety lead
Position:	Health and Safety Operational Support Manager (J1)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Michelle Houghton, Account Director and Mike France, Account Manager
Additional reporting line to:	HSEQ Team
Position location:	North West , North East and Midlands

## 1. Purpose of the Job – State concisely the aim of the job.

To work closely with the segment HSQE team and Account Management Team to improve safety across the segment, supporting the implementation of safety processes at an operational level across sites

## 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To visit schools and review the implementation of Sodexo food safety and health and safety documentation and arrangements, providing support and guidance to ensure compliance
- To play an active role in mobilisations through to stabilisations of new contracts, assisting operational managers with H&S set-up, ensuring that transferring staff understand Sodexo Policies, Processes and required documentation
- To support operational frontline teams to achieve compliance by reviewing the status of the Sodexo auditing tool (IAM), checking that actions are closed out in a timely manner.
- To develop an audit programme to ensure consistency of compliance across the area
- To support the segment in the upload of school accidents / incidents/allergens to Salus, the online reporting system and provide support on pulse calls and complete the quickshare for each incident
- Development of monthly accident statistics for schools using data from Salus / Power Bi
- Support segment HSEQ by providing training as needed to support and develop competency across our teams
- To attend Team Huddles and District/Area meetings
- To provide termly updates with appropriate statistics/slide presentation
- Escalate immediately any concerns where there is risk to Sodexo
- To keep up to date in changes in both legislation and Sodexo procedures
- To work with site management to ensure clients are aware of all Health and Safety risks with equipment and maintenance logs in place – written email trail to be in place
- Support other account Directors and Account Managers with updates and spit checks ( as requested)

## 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

This will be a challenging role across a varied portfolio of sites with differing degrees of existing knowledge and understanding. The post holder will need to be organised, approachable and willing to coach staff to extract the best performance and compliance. The role will involve some travelling and overnight stays local to the site.

## 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To ensure that sites are compliant with food and health and safety regulations as well as Sodexo's own policies and practices
- To be established as an SME in their area of responsibility
- To improve the compliance statistics across their area

## 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Covering Independents and Government schools in the North West, North East and North Midlands

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Level 3 Food Safety essential, Level 4 desirable
- Experience in school catering desirable
- Experience in coaching and mentoring teams
- Problem solving attitude
- Ability to inspire and lead

**7. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

**Levels**

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Received:

Date:

Date:

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Job holder

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Immediate Manager