



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Health & Safety Supervisor

The International Community School (ICS) is one of the most established and successful non-proprietary international schools in the Middle East. We are seeking to appoint a dedicated, experienced, and proactive **Health & Safety Supervisor** to join our team **as soon as possible**.

This is an exciting opportunity to contribute to the continued safety and wellbeing of our diverse and dynamic school community.

The ideal candidate will:

- Hold a Bachelor's degree in Health & Safety, Engineering, or a related field.
- Have **3–5 years of relevant experience** in health and safety, ideally in a supervisory or leadership role.
- Possess professional certifications such as **NEBOSH, IOSH, OSHA**, or equivalent (preferred).
- Demonstrate **excellent communication and interpersonal skills**.
- Have a **strong command of spoken and written English**.
- Be confident in using **Google Workspace** and other ICT tools relevant to the role.
- Be adaptable and capable of working effectively with individuals from **multicultural backgrounds**.
- Display a **proactive, dynamic, and solution-focused approach** to health and safety.
- Hold **Jordanian nationality**.

How to Apply:

Interested candidates should send their CV to recruitment@ics.edu.jo, stating "**Health & Safety Supervisor**" in the subject line. For further information about ICS, please visit our website: www.ics.edu.jo

The deadline for applications is **8th May**. However, please note that early applications are encouraged, as **interviews may be held prior to the closing date**, and we reserve the right to make an appointment as soon as a suitable candidate is identified.



Job Description Health & Safety Supervisor

JOB TITLE:	Health & Safety Supervisor
RESPONSIBLE TO:	Director of Business & Administration
RESPONSIBLE FOR:	Clinic Staff
VERSION UPDATE:	March 2025

Role Summary:

The Health & Safety Supervisor is responsible for developing, implementing, and overseeing health and safety standards and operations across the school. This role ensures compliance with relevant regulations and best practices while fostering a safe and secure environment for students, staff, visitors, and contractors.

Key Responsibilities:

Health & Safety Compliance & Management

- Develop, implement, review, and manage the school's Health & Safety (H&S) policies and procedures, ensuring alignment with legislation and best practices.
- Maintain a robust and compliant health and safety system with documented risk assessments and control measures.
- Ensure H&S policies are adhered to through regular checklists, audits, inspections, and monitoring.
- Conduct scheduled health and safety inspections of facilities, ensuring compliance in all areas, using daily, weekly, monthly checklists as needed.
- Investigate accidents, near misses, and safety incidents, maintaining accurate records and ensuring appropriate reporting.
- Oversee the school's fire safety protocols, including fire drills, emergency preparedness, and equipment checks.
- Oversee the school's lockdown protocols, including lockdown drills.
- Manage external inspections from local authorities and statutory bodies, ensuring compliance with all regulations.
- Supervise health and safety aspects of school events, trips, and high-risk projects, such as school productions.
- Collaborate with Heads of School and department heads to implement department-specific safety measures and provide guidance on risk mitigation strategies.
- Attend and contribute to Health & Safety Committee meetings.
- Oversee compliance with health and safety regulations for the school's canteen services, liaising with the service provider regarding food hygiene and safety standards.
- Oversee compliance with health and safety regulations for the school's cleaning services, liaising with the service provider regarding cleanliness, hygiene standards and the use of appropriate cleaning products.
- Oversee compliance with health and safety regulations for the school's bus services, liaising with the service provider regarding safety standards for students. Regular inspections of buses safety (e.g. brakes, tires) and operations of cameras on buses.
- Ensure appropriate training is provided to staff / third party service providers (e.g. emergency evacuation, safeguarding)



Risk Management & Training

- Develop and maintain a central register of risk assessments, ensuring they are regularly reviewed and updated.
- Provide training and guidance to staff and students on health and safety best practices.
- Maintain a record of all health and safety training and ensure staff certifications remain up to date and are shared with HR.
- Identify areas where external specialist training is required and coordinate its provision.
- Communicate health and safety developments to the Senior Leadership Team (SLT), staff, and students as and when needed.
- Support staff in completing risk assessments for specific activities, trips, or departmental needs.

Incident & Emergency Response

- Lead on the investigation of all incidents, near misses, and complaints related to health and safety, ensuring follow-up actions are implemented.
- Coordinate emergency preparedness drills, including fire drills, lockdowns, and other emergency responses.
- Act as the school's primary liaison for health and safety concerns raised by staff, students, and parents.
- Work closely with external emergency services and agencies when required.

Clinic & First Aid Management

- Supervise the School Clinic Team to ensure proper medical care, first aid provision, and adherence to health protocols.
- Ensure first aid stations across the school are well stocked and accessible.
- Support the development of policies related to student and staff health, including communicable disease protocols.

Budget & Resources Management

- Manage the school's health and safety budget, ensuring adequate provision for training, resources, and maintenance.
- Procure and maintain appropriate personal protective equipment (PPE) and safety resources for staff and students.
- Approve contractor payments related to health and safety improvements and compliance.

ICS is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced International Child Protection Certificate (ICPC) and local police checks in previous countries of residence. ICS is an equal opportunities employer.