

## Appendix 3 – Job Roles and Responsibilities in the Academy

Please use form as a guide and adapt as necessary to ensure all your key responsible people are listed in a single place. You must keep this up to date and available for viewing.

*If any roles are irrelevant in your academy, please enter 'N/A' in the relevant box (e.g. 'Early Years' would not be relevant in a Secondary Academy)*

| Job Role  | Name   |
|---|--|
| Principal   | Suzanne Owen   |
| Health and Safety Champion                              | Naomi Cooke<br>Amey Lewis  |
| Academy's Health and Safety 'Competent Person'/Service  | Naomi Cooke<br>Amey Lewis  |
| Health and Safety Committee Members                     |  |
| Business Manager  | Anna Wichmann Lima (Operations Manager)                          |
| Site/Facilities Manager                                 | Robin Miles  |
| Designated Safeguarding Lead                            | Naomi Cooke  |
| Deputy Designated Safeguarding Lead                     | Nia Powell<br>Alysia Clarke<br>Amelia Spicer<br>Ann-Marie Newman |
| Appointed Person for Pastoral Care                      | Sharon Miles   |
| Head of E-Safety  | Amelia Spicer  |
| Educational Visits Coordinator (EVC)                    | Megan Davies   |
| Person to whom Mini-Bus incidents must be reported      | Anna Wichmann Lima   |
| Responsible Person for Science Department               | Rachel Blow  |
| Head Science Technician                                 | N/A  |
| Radiation Protection Supervisor                         | N/A  |
| Radiation Protection Officer                            | N/A  |
| Radiation Protection Advisor                            | N/A  |
| Responsible Person for Design and Technology Department | Megan Davies   |
| Responsible Person for Physical Education Department    | Tom Childs   |
| Responsible Person for Dance/Drama Department           | N/A  |
| Responsible Person for Onstage Safety                   | N/A  |

|   |   |
|---|---|
| Responsible Person for Backstage Safety   | <b>N/A</b>                                |
| Responsible Person for Early Years  | <b>Nia Powell</b>                         |
| Responsible Person for Key Stage 1  | <b>Alysia Clarke</b>                      |
| Responsible Person for Key Stage 2  | <b>Naomi Cooke</b>                        |
| Responsible Person for Equal Opportunities  | <b>Nia Powell</b><br><b>Abi Minton</b>    |
| Responsible Person(s) for Special Educational Needs and Disability  | <b>Nia Powell</b>                         |
| Responsible Person for Co-ordinating the Day-to-Day Provision of Education for pupils with Special Educational Needs at the Academy | <b>Nia Powell</b>                         |
| Special Educational Needs Coordinator (SENCO)   | <b>Nia Powell</b>                         |
| Special Educational Needs Team Members  |   |
| Responsible Person for First Aid  | <b>Amey Lewis</b><br><b>Naomi Cooke</b>   |
| Name of School Nurse(s)/Service   | <b>Worcestershire School Nursing Team</b> |
| Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPs)   | <b>Naomi Cooke</b>                        |
| Responsible Person for Managing Medicines   | <b>Naomi Cooke</b><br><b>Amey Lewis</b>   |
| Responsible Person for Managing Pregnant Staff  | <b>Anna Wichmann Lima</b>                 |
| Responsible Person for Investigating Accidents  | <b>Naomi Cooke</b><br><b>Amey Lewis</b>   |
| Responsible Person for Electrical Equipment   | <b>Robin Miles</b>                        |
| Responsible Person for Asset Register   | <b>Robin Miles</b>                        |
| Responsible Person for Waste Management   | <b>Robin Miles</b>                        |
| Nominated Responsible Person for Fire Safety  | <b>Naomi Cooke</b>                        |
| Fire Service Liaison Officer (FSLO)   | <b>Naomi Cooke</b>                        |
| Responsible Person for Inspecting Fire Safety Signage   | <b>Robin Miles</b>                        |
| Responsible Person for Inspecting Walkways and Escape Routes  | <b>Robin Miles</b>                        |
| Responsible Person for Inspecting Fire Resisting Doors  | <b>Robin Miles</b>                        |
| Responsible Person for Checking Fire Service Has been Called  | <b>Naomi Cooke</b><br><b>Amey Lewis</b>   |
| Responsible Person for Fire Training  | <b>Naomi Cooke</b><br><b>Amey Lewis</b>   |

|  |  |
|--|--|
| Responsible Person for Legionella                      | <b>Robin Miles</b>                           |
| Competent Person for Working at Height                 | <b>Robin Miles</b>                           |
| Permit Issuer for Working at Height                    | <b>Robin Miles</b>                           |
| Permit Issuer for Confined Spaces                      | <b>Robin Miles</b>                           |
| Permit Issuer for Hot Works                            | <b>Robin Miles</b>                           |
| Permit Issuer for Electrical Work                      | <b>Robin Miles</b>                           |
| Permit Issuer for Asbestos                             | <b>Robin Miles</b>                           |
| Crisis Management Team Members                         |  |
| Head of Crisis Management Team                         | <b>Naomi Cooke</b>                           |
| Appointed Competent Person for Managing Contractors    | <b>Robin Miles</b>                           |
| Responsible Person for Hiring and Letting              | <b>Anna Wichmann Lima</b>                    |
| Responsible Person for Display Screen Equipment        | <b>Naomi Cooke</b>                           |
| Responsible Person as Data Controller for CCTV         |  |
| Delegated Person for Arranging Home Visit Arrangements | <b>Nia Powell</b><br><b>Ann-Marie Newman</b> |

Dated: \_\_\_\_\_