

KIS International School, Reignwood Park Campus

Job Description: Safety Officer

Employment Arrangements:

- Full-time contract
- 5 working days a week / 7:00-17:00
- 2 weekly day-off: Sat and Sun
- Vacation as per administrative staff
- Requires some evening and weekend commitments

Reports to: Security and Safety Manager

Position Overview

The School Safety Officer is responsible for implementing and managing safety protocols, ensuring compliance with regulations, and fostering a culture of safety within the school environment.

General Functions:

Safety Compliance:

- Ensure compliance with all safety regulations, codes, and standards relevant to the educational environment.
- Regularly review and update safety policies and procedures to reflect best practices.

Safety Inspections:

- Conduct regular safety inspections of school facilities, identifying potential hazards and recommending corrective actions.
- Collaborate with relevant departments to address safety concerns promptly.

Emergency Preparedness:

- Develop and implement emergency response plans in coordination with the security team and relevant stakeholders.
- Conduct drills and training sessions to ensure preparedness for various emergency scenarios.

Training and Education:

- Provide safety training to staff, students, and other stakeholders.
- Foster a culture of safety awareness through workshops, informational sessions, and communication initiatives.

Incident Reporting:

- Establish and maintain a systematic process for reporting and documenting safety incidents.
- Collaborate with the Safety Committee and administration to investigate incidents, produce written reports and implement corrective actions.

Collaboration:

- Work closely with the Security and Safety Manager, Facilities department, and other relevant stakeholders to ensure a comprehensive approach to safety.
- Act as a liaison with external safety agencies and authorities.
- Follow the school safeguarding and Health and Safety Policy.

Academic & Professional Qualifications

- Bachelor's degree in Occupational Health and Safety, Environmental Science, or a related field.
- Proven experience as a Safety Officer, preferably in an educational or institutional setting.
- In-depth knowledge of safety regulations and best practices.
- Ability to conduct thorough safety inspections and risk assessments.
- Certification in occupational health and safety or a related field is advantageous.

Skills, Experience, & Attributes Sought

- Good English verbal and written skills
- Self-motivated
- Detail-oriented with strong problem-solving abilities
- Ability to remain calm and decisive during emergencies
- Strong communication and interpersonal skills.
- Commitment to maintaining a safe and secure environment for all

KISRP International School is committed to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety, and welfare, and understand that all play a role in the safeguarding of our students, conducting

themselves in a way that follows the law and reflects the ethos and values of the school. KISRP uses the comprehensive international standards developed by the International Taskforce for Child Protection as this provides a framework for the implementation of safeguarding policies and procedures. Our school's child safeguarding policy and supporting policies and procedures are written in support of the United Nations Convention on the Rights of the Child and aim to follow procedures stated by the Thai Ministry of Education, Thai Employment Law, and the Thai Child Protection Policy.

Approved:

Reviewed: