DURHAM INTERNATIONAL SCHOOL

Health And Safety Job Description

Position Title:	Health & Safety Officer
Reports To:	Head of Finance and Operations Officer
Location:	Rosslyn Campus

Job Purpose

The Health & Safety Officer leads Durham International School's Health & Safety Department, ensuring that learners, staff, contractors, and visitors are consistently safeguarded from injury, illness, and emergencies. The role maintains full compliance with Kenyan legislation, including the Occupational Safety and Health Act (Cap 514), the Ministry of Education Safety Standards Manual for Schools, the Basic Education Act (2013), the Children Act (2022), the Public Health Act, and all applicable fire safety regulations.

Detailed Responsibilities

Compliance & Inspections

- Ensure the school remains fully compliant with all applicable health and safety legislation, the requirements of the Directorate of Occupational Safety and Health Services (DOSHS), Ministry of Education standards, and county regulations
- Conduct scheduled inspections of classrooms, laboratories, kitchens, sanitation facilities, playgrounds, swimming pool, offices etc.
- Prepare for external inspections by public health officers, fire marshals, and DOSHS officials, and coordinate follow up actions.
- Maintain valid licences and certifications for fire safety, food handling, transport, and public health.

Risk Management

- Maintain and update the school's risk register each term, assigning responsibility for each hazard.
- Conduct risk assessments for new construction projects, extracurricular activities, sports events, trips, and laboratory practicals.
- Recommend corrective measures and track their implementation until closure.
- Provide risk assessment reports to the School Leadership and Board for oversight.

Emergency Preparedness

- Develop, update, and implement the Emergency Response Plan, including fire, evacuation, lockdown, and medical emergencies.
- Lead fire, evacuation, and lockdown drills at least once per term, ensuring staff and students understand procedures.
- Coordinate with local emergency services (fire, police, ambulance, hospitals) for joint preparedness.
- Direct the school's response during emergencies, ensuring safe evacuation and care of vulnerable persons.

Health & Wellbeing

- Collaborate with the School Nurses to oversee the first aid services,
- Monitor sanitation, clean water supply and hygiene.

Training & Safety Culture

- Deliver induction training for all new staff, contractors, and learners on health and safety responsibilities.
- Provide refresher training in first aid, fire safety, and emergency response.
- Lead awareness campaigns through assemblies, posters, newsletters, and safety groups.
- Encourage staff and student participation by training safety marshals and supporting safety groups.
- Promote a proactive safety culture where hazards are reported and addressed promptly.

Incident Management & Reporting

- Investigate accidents, incidents, and near misses, identifying root causes and recommending corrective actions.
- Maintain accurate records of incidents, inspections, drills, and medical visits.
- Submit monthly reports to the Leadership and the Director including a termly safety report.
- Ensure compliance with the Work Injury Benefits Act (WIBA) for staff and contractor accidents.
- Manage the department's staff and equipment effectively.

Qualifications & Experience

Required:

- Bachelor's degree in Occupational Safety & Health, Environmental Health, Public Health, or related field (Diploma plus strong experience may be considered).
- Minimum 4 years' experience in a health & safety role, preferably in schools or institutions with large populations.
- Valid first aid and fire safety/marshal certification.

- Strong knowledge of Kenyan health & safety law and Ministry of Education standards.
- Registration with, or eligibility for, a recognized professional body (e.g., DOSHS approved safety adviser, Public Health Officers Council).

Preferred:

- International certification (NEBOSH, IOSH, or equivalent).
- Experience working with children and knowledge of child protection.

Key Competencies

- Strong planning and organizational skills to manage inspections, audits, and emergency preparedness.
- Clear communication and training ability across staff, students, parents, and Director.
- Leadership and influence to embed a safety culture beyond compliance.
- Calm, decisive judgment in emergencies.
- Attention to detail and accurate record keeping.
- Integrity, confidentiality, and commitment to child welfare.
- Proficiency in basic computer applications for reporting and budgeting, Goggle Space etc.

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by 30th October, 2026.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Non-Teaching Application Form - ***Click here***
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Safeguarding Statement

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role. Applicants will be expected to show evidence of their most up to date child protection screening details including a police clearance certificate from each country they have worked in and the Disclosure and Barring Service (DBS) record where relevant. Checks will also be made with past employers.

Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSiE 2026 Durham International School Kenya will conduct an online search for all shortlisted candidates.

Equal Opportunities

At Durham International School Kenya, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and students. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered and encouraged to reach their full potential.