



KEARSNEY COLLEGE

Founded in 1921

Kearsney College is a leading independent boarding and day school for approximately 650 boys from Grades 8 to 12. The 125-acre estate is set in a country atmosphere on the edge of the Valley of a Thousand Hills, just outside Durban. Kearsney has an outstanding record of academic achievement in the IEB Matriculation Examinations and provides a dynamic sporting and cultural offering.

Kearsney College invites suitably qualified and experienced candidates to apply for the position of

Compliance / Occupational Health and Safety Officer

Key Responsibilities:

- Implement and maintain the Health and Safety Management System on campus;
- audit Health and Safety files and conduct inspections;
- ensure all accidents and incidents are properly recorded, reported and investigated and corrective and preventative measures are implemented;
- compile safety files and risk registers;
- induction of sub-contractors;
- ensure Health and Safety compliance for all events on campus;
- sourcing of suppliers, obtaining quotes, collation of tender documents;
- stores and stock control.

Preferred Qualifications, Skills and Experience:

- OHS Diploma/Certificate;
- a minimum of five years working experience in a similar role, preferably within an educational environment;
- project management experience;
- strong administrative and organisational skills;
- excellent interpersonal skills and the ability to work within a team;
- the willingness to work flexible hours when required, including weekends and public holidays.

Interested candidates must please apply in writing to vacancies@kearsney.com with the job title in the subject line.

Closing date: Friday, 24 November 2023.

Kearsney College reserves the right not to make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Should applicants not have been contacted within 21 days of submitting their application, they may accept that their application has been unsuccessful in this instance.

www.kearsney.com