Oasis Care UK Group - Health, Safety and Administration Offficer

Location: Isle of Wight
Contract: Permanent
Hours: To be agreed
Salary: £14-16/hr (dependent on experience)
Reports to: Deputy Manager and Central Operations Office

Are you organised, practical and someone who takes pride in keeping a workplace safe, well-run and organised?

About Us

At Oasis Care, we know that good support depends on a safe and well-managed environment behind the scenes. We're looking for an organised and proactive Health, Safety & Administration Officer to support the day-to-day running of our Isle of Wight service.

This is a varied role combining site health and safety coordination, administration and compliance documentation.

The role

You'll work closely with the Deputy Manager on site while maintaining regular contact with our central Operations Office. You'll help ensure important checks are completed, records are maintained and any issues are reported and followed up.

Your responsibilities will include:

- Coordinating routine site health and safety checks and reporting any hazards or concerns.
- Completing and maintaining fire safety checks and records, including alarm and emergency lighting documentation.
- Recording accidents, incidents and near misses and helping track follow-up actions.
- Monitoring premises, equipment and contractor safety.
- Supporting the maintenance of risk assessments and safe working procedures.
- Keeping site files, checklists, compliance records and maintenance logs accurate and up to date.
- Maintaining staff training records and compliance trackers.
- Monitoring renewal dates, deadlines and outstanding actions.

- Supporting audit and inspection preparation.
- Providing general administrative support to the service.
- Liaising with the central Operations Office, contractors and colleagues.

What we're looking for

- Experience in administration, health and safety, compliance, facilities or a similar role.
- Strong organisational skills and attention to detail.
- Good IT skills and confidence using Microsoft Office.
- The ability to manage deadlines, maintain accurate records and follow up actions.
- Good communication skills and the confidence to work independently while keeping managers informed.
- An understanding of confidentiality and professional boundaries.
- Experience in care, childcare or supported accommodation is helpful but not essential.

1. A relevant health and safety qualification is desirable.

- Knowledge of workplace safety, fire safety or compliance documentation is beneficial.
- Ability to complete an Enhanced DBS check and satisfactory safer recruitment checks.

Training and support

You'll receive guidance from the Deputy Manager and regular support and oversight from our central Operations Office. Relevant health and safety, fire safety or first aid training will be considered an advantage.

This role coordinates, monitors and reports site-level matters. Overall legal and organisational responsibilities remain with the appropriate managers.