



Compliance Officer
The Leys & St Faith's Schools Foundation
Role Profile and Person Specification

General Information	
Job Title:	Compliance Officer
Department:	Bursary / Administration
Location:	St Faith's, Cambridge
Job Purpose:	Reporting to the Bursar, the Compliance Officer will be responsible for the management of all aspects of school compliance. The scope of the role includes, but is not limited to ISI compliance, risk management, incident management and business continuity.
Effective from:	The post is immediately available
Reporting Line:	Bursar
Hours:	Standard hours of work are 37.5 hours per week (0830 – 1630 daily with a 30-minute unpaid lunch break), 52 weeks per annum. The post holder can expect to work beyond these hours on occasion. We are open to discussions round part-time or other flexible working possibilities.
Salary:	£37,000
Other Benefits:	Free lunch during term time, membership of The Leys' gym and pool, health care cash plan, Cycle to Work Scheme
Pension:	Membership of the defined contribution support staff pension scheme is available. Any employee contribution will be doubled by the School up to a maximum 10% of salary.

Role Profile	
Compliance Management:	<ul style="list-style-type: none"> • Coordinating legal queries and liaising with the school's legal advisers under the direction of the Bursar / Head of Legal and Compliance • Ensuring the school is compliant with all relevant legislation • Providing information, advice, and training on all aspects of regulatory compliance and DfE and ISI requirements • Collaborating with other key departments (e.g., HR, IT, Health & Safety etc) on compliance issues to assist them in achieving compliance • Identifying potential areas of compliance vulnerability and developing / implementing corrective action plans in conjunction with the Bursar • Keeping up to date with any changes in compliance requirements and taking pro-active action to ensure the school is compliant • Attending the Compliance Sub Committee and reporting on compliance related matters to Governors and the Senior Management Team • Managing the school's compliance database to ensure that this is continually updated • Supporting the review and maintenance of the business continuity plan in conjunction with the Bursar and senior leadership • Maintaining records of all staff mandatory training together with processes and controls to monitor and review records

Role Profile	
	<ul style="list-style-type: none"> Updating own knowledge and skills by participating in professional development training, courses, networking events and reading professional publications
Inspection:	<ul style="list-style-type: none"> Working with colleagues to ensure the school's continual readiness for inspection Coordinating inspection documentation and supporting departments in preparation for inspection
Risk:	<ul style="list-style-type: none"> Maintaining the risk register and supporting senior leaders in updating and reviewing risks. Monitor changes to ISI requirements to ensure that the school has implemented changes where necessary
Policies:	<ul style="list-style-type: none"> Ensuring that all policies and procedures are up to date and compliant Assisting staff (in particular Senior staff) with the writing of policies and procedures Pro-actively monitoring the operation of policies and procedures
Data Compliance Officer:	<ul style="list-style-type: none"> Acting as the school's Data Compliance Officer (DCO) Supporting GDPR compliance and acting as the school's GDPR coordinator, working with the IT Director, Data Manager and an external Data Protection Officer Leading on all aspects of GDPR compliance including audits etc Coordinating the school's response to Subject Access Requests Develop, review and regularly update GDPR policies, procedures and practices
General:	<ul style="list-style-type: none"> To be mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building To be aware of and adhere to the School code of conduct and confidentiality To adhere at all times to the School's Child Protection procedures Present an approachable professional manner at all times to pupils/staff/parents and visitors To undertake other reasonable related tasks as requested by the Bursar, Headmaster or Head of Legal and Compliance at the Leys.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

Compliance Officer Person Specification

	Desirable	Highly Desirable	Essential	Method of Assessment I/A/T/P*
Qualifications and Training				
Related degree qualification		√		A
Management qualification		√		A/I
'A' levels			√	A
Experience				
Experience of preparing, analysing and presenting information in the form of updates or options for discussion			√	A/I
Experience in education and working in large schools		√		A/I
Experience of business continuity		√		A/I/T
Experience of managing a diverse workforce		√		I
Experience and knowledge of the functions relevant to the role, including estate and infrastructure management		√		A/I/T
Budget holder		√		A/I
Experience of ISI and other schools' related legislation		√		A/TP
Knowledge and Understanding				
Understand statutory legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health and Safety		√		A/I
Excellent IT knowledge and skills including Microsoft Office 365, Excel, Word and databases			√	T
Risk management and accident management		√		A/I
Experience with data protection and management			√	A/I
Skills				
Ability to lead, develop and motivate a diverse workforce		√		A/I
Excellent communication skills written and verbal at all levels and the ability to develop relationships quickly			√	A/I/T/P
Ability to work in a discreet and sensitive manner			√	I
Strong planning and organisational skills with attention to detail		√		I/T/P
Strong analytical and problem solving capacity			√	A/T
Ability to multi-task in a very busy, changing environment			√	A/I
Ability to undertake audits, analyse data and develop plans to set targets, monitor and evaluate progress			√	A/I/T
Ability to interpret legislation and other laid down procedures and able to explain requirements in simple, practical terms to non-specialists			√	A/I/T
Finisher / completer mindset with very high standards and independently minded			√	A/I
Outstanding influencing and negotiation skills	√			I
Personal Characteristics				
Approachable and empathetic			√	I
Organised and resourceful			√	I
Ability to use initiative and apply sound decision making skills			√	A/I
Ability to meet deadlines and work calmly under pressure			√	I/T
Able to commit to the School's strategic direction and values			√	A/I

*Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) please note that applications will be assessed against the Person Specification using this criteria