

Role Title:	Compliance Officer
Location:	The Leys and St Faith's School, Cambridge
Responsible to:	Senior Legal and Compliance Officer
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Main purpose of the role To play a key role in supporting both schools and the Charity to meet their legal and regulatory obligations, while promoting a practical, proactive and collaborative approach to compliance. The post holder will also help shape and deliver a consistent approach to compliance as the two schools work towards becoming a single, integrated through school, opening in September 2028.	
Key responsibilities To assist the Senior Legal and Compliance Officer at The Leys and the Operational Bursar at St Faith's, as appropriate, in the following areas: Compliance and regulatory management • Support the delivery and continuous development of an effective cross-school compliance framework. • Monitor compliance with applicable legal, regulatory and sector requirements, including the Independent School Standards, ISI requirements, safeguarding obligations, data protection, health and safety, and charity law. • Act as a key point of contact for compliance matters, liaising with legal advisers and external agencies under the direction of the Senior Legal and Compliance Officer and the Operational Bursar (as applicable). • Providing friendly, informed and responsive communications. • Coordinate compliance monitoring and audit activities, identifying areas of non-compliance and supporting departments in implementing corrective actions. • Identify areas of compliance vulnerability and work constructively with departments to agree and monitor corrective action. • Monitor regulatory developments, assess their implications and support timely implementation of required changes. • Help prepare clear reports, management information and assurance updates for senior leaders, governors and relevant committees. Inspection, audit and assurance • Working with colleagues to ensure inspection-readiness across both schools and help colleagues maintain robust evidence of compliance. • Support preparations for inspections, external audits and regulatory visits. • Produce proportionate recommendations and action plans and monitor progress to completion. Policies • Coordinate the policy review programme, including registers, review schedules, version control and publication arrangements. • Draft, review and update policies, procedures and practical guidance, where required. • Advise and support policy owners to ensure documentation is compliant, clear and operationally effective. • Contribute to governance reporting and the development of a coherent assurance framework.	

Data protection and information governance

- Support the schools' data protection and information governance programme, working with relevant internal leads and external advisers.
- Prepare and review data protection impact assessments, records of processing activity, data-sharing arrangements and associated documentation.
- Support the management of personal data breaches, subject access requests and other information rights requests.
- Provide clear, practical advice and training to staff on data protection and information governance.

Risk management

- Support the maintenance and development of risk management arrangements and risk registers.
- Monitor compliance-related risks, escalate significant concerns and help departments identify proportionate mitigations.

Training, engagement and culture

- Deliver engaging compliance training, briefings and awareness initiatives, where required.
- Develop practical resources that translate complex requirements into clear actions for non-specialists.
- Build strong relationships across both schools and promote a culture of accountability, openness and continuous improvement.
- Support compliance workstreams associated with the creation of the new through school, including reviewing and harmonising policies, procedures, registers, reporting and assurance processes.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.

- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To assist with providing cover on Bursary Reception (holiday cover) during School closure periods, and in the event of staff sickness.
- To undertake any other reasonable associated request from the Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Person Specification	Essential	Desirable	Method of Assessment
Qualifications	Strong educational background with a minimum of A Level standard	Law or other relevant degree Relevant professional qualification or member of a professional body (compliance, audit, health and safety, data protection)	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Experience of supporting compliance in a regulated environment Strong attention to detail and experience of working to tight deadlines and balancing multiple priorities Experience of interpreting regulatory or other requirements and converting them into high-quality documents, such as policies, procedures or guidance	Experience of managing compliance in a regulated environment Knowledge and experience of data protection laws and responsibilities (GDPR) Project management and research experience Experience of raising standards Experience of working within an education setting Experience of advising on wider school regulatory compliance issues Experience of regulatory inspections or audits	Contents of the application form Interview Professional references

Skills and personal attributes	Strong digital skills, including confident use of Microsoft 365 Excellent written and oral communication skills including detailed report writing Meticulous attention to detail, integrity and discretion Approachable, collaborative style with the confidence to constructively challenge where necessary Excellent judgement Efficient administrative skills Ability to problem solve Resilient and self-motivated Able to work in a team or independently Well organised Able to prioritise and progress key issues without allowing them to become mired with detail		Contents of the application form Interview Professional references
Knowledge		Data Protection	Contents of the application form Interview Professional references