



## JOB DESCRIPTION

<b>Job Title:</b>	Compliance Officer	<b>Responsible To:</b>	Director of Finance and Operations
<b>Hours of Work:</b>	25 hours per week, 37 weeks per year (term time plus 3 weeks)		

### Summary of Role

The Compliance Officer will work closely with colleagues and departments to ensure that school processes, practices and policies are implemented and maintained, in order that all aspects of regulatory compliance are addressed appropriately within the school. The Post Holder will have an essential role in supporting the Senior Leadership Team (SLT) in ensuring that the school is inspection ready at all times and that the school has in place and implements a suite of policies that complies in full with the Independent Schools Inspectorate (ISI) requirements.

The postholder's direct line manager will be the DFO but they will also be required to liaise closely with other members of SLT to ensure that policies impacting on their roles are current and accurate. They will also work closely with the Director of Estates and Director of IT where appropriate. They are expected to be visible across all of the school, in order to understand and manage compliance matters; challenging areas of non-compliance where appropriate. They will be expected to seek to resolve these matters directly in most cases by requiring a suitable response in a timely fashion.

The postholder will need to have the capacity to quickly develop a comprehensive understanding of the Independent Schools Inspectorate's (ISI) regulatory requirements, National Minimum Standards for Boarding, UK Visas and Immigration (UKVI) compliance, current UK Health, Environment & Safety and Fire Safety legislation and Data Protection legislation to ensure the school is aware of any legislative or procedural changes.

### Key Duties and Responsibilities

#### Independent Schools Compliance

- To act as a focal point for compliance and, work with the SLT to ensure the school's policies and procedures are fully compliant with all external regulation.
- Construct an Annual Compliance Plan and carry out testing and monitoring in accordance to it.
- Ensure that the school has in place (as a minimum) all documentation and policies required on inspection by the ISI.
- Work with the SLT and middle leaders to maintain the school's continual readiness for ISI inspection. This is likely to include the maintaining of a record of relevant information and compiling reports as required.
- Spread awareness of policies amongst the staff and recommend suitable training.
- Carry out periodic checks on the school's Single Central Register of staff appointments.
- Monitor changes to the ISI's Handbook "For The Inspection of Schools - Commentary on the Regulatory Requirements" and other ISI Inspection related documentation to ensure that the School has implemented changes where necessary and ensure that all updates are communicated with the HR Administrator.



- Ensure there is a central record of school and local policies. Ensure these are updated as necessary and uploaded to relevant regulatory websites, as well onto the school's website for parents' information.
- Meet at least termly with the relevant staff to monitor policies and practice.
- To oversee the school's various obligations with regards to copyright licences, leases, contracts and insurances so that issues which may arise are dealt with in a timely manner or referred to the DFO.

### **UK Visas and Immigration Compliance**

- Ensure the school is meeting its duties as a sponsor of international students or skilled workers in the UK in accordance with UKVI requirements.
- Work together with the school's admissions team and external consultant (Sable) to ensure visa applications are completed and processed correctly for all international students that require them.
- Work closely with boarding house staff to ensure UKVI records are being kept appropriately, including regular monitoring and auditing.

### **Health and Safety**

Working closely with the Director of Estates and the DFO to:

- be fully committed to the Board of Governors' Statement of Intent for Health and Safety as set out in the school's Health and Safety Policy.
- ensure that a clear, written Policy for Health and Safety is maintained and amended as necessary.
- be aware of all health and safety legislation and codes of practices relevant to the work of the school.
- ensure that the school is aware of changes or developments in legislation, statutory or other guidance that relate to or affect the Health and Safety Policy.
- ensure that the Policy is communicated adequately to all stakeholders.
- ensure that periodic premises audits are carried out and action plans are devised and implemented to address issues raised
- ensure that fire drills and lockdown practices are carried out that will ensure that the school is compliant with NMS.
- consult with members of staff on health and safety issues and sit as a member of the Health and Safety Committee.
- encourage staff, girls and others to achieve the highest possible standards of health and safety throughout the School, including all school-based activities.
- encourage all staff and (where appropriate) girls to identify hazards; where feasible and appropriate to initiate action and suggest ways and means of reducing risks.
- identify the training needs of all staff and girls and ensure, within the financial resources available, that all members of staff and girls who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- ensure that accident and incident information is collated.
- ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing, monitoring etc and ensure Asbestos, Legionella, COSSH, PPE, firefighting equipment and dangerous substance equipment and registers are maintained.



- assist in the preparation of reports to the Health and Safety Committee, the Governors' Governance and Compliance Committee and the Governors' Resources Committee, where appropriate, termly on the health and safety performance of the school.

### **Data Protection and Management**

- Act as the school's nominated Data Protection Deputy Manager.
- Work with the DFO, Director of IT and consultants as necessary to ensure that the school complies with Data Protection legislation, including GDPR.
- Develop, review and regularly update GDPR policies, procedures and practices.
- Ensure that all Privacy Notices required are up to date and effective.
- Manage and compile information for any Subject Access Requests.
- Be responsible for alerting the ICO and others if evidence emerges of a potential data breach or failing.
- Ensure data integrity, data handling and data lifecycle processes are in place and adhered to across the school.
- Assist in developing and implementing data management processes and systems to ensure consistent and reliable data in line with the school's business requirements.

### **General**

Any other tasks which the Head or DFO may reasonably direct.



## PERSON SPECIFICATION

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Bachelors degree or appropriate level 5 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Level 7 qualification or equivalent.</li> </ul>
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>Appropriate health and safety experience with an expectation of attaining NEBOSH (National Diploma in Occupational Health and Safety) qualification</li> <li>Experience of managing and advising wider school regulatory compliance matters</li> <li>An understanding of Data Protection responsibilities (including GDPR)</li> <li>An understanding of UKVI processes and regulations</li> <li>The ability to prioritise and ensure that the school addresses key issues without allowing them to become mired with detail</li> <li>Efficient administration and organisation skills</li> <li>Effective written and verbal communication skills, including detailed report writing</li> <li>IT literacy (Microsoft Office Word, Excel, email).</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school environment.</li> <li>Membership of relevant professional bodies (CMIOSH, CLEAPSS, IIRSM)</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills, a strong influencer and good people manager with ability to inspire, gain respect and confidence of staff</li> <li>Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position.</li> <li>Flexible, with a "can-do" attitude of trying to find ways of doing things, rather than taking the easy avenue of complete risk avoidance</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>Committed to operating as part of the School community.</li> <li>Committed to the Sacred Heart Values.</li> <li>Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> <li>A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	



## Terms and Benefits

- **Start Date:** ASAP
- **Hours of Work:** 25 hours per week, 37 weeks per year (term time plus 3 weeks).
- **Salary:** £16,639.88 - £18,460.96 (FTE £31,396 - £34,832) dependant on skills and experience
- **Holiday:** The holiday entitlement is 5 weeks per year plus public holidays (Pro rata).
- **Pension:** The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking:** There is free parking on site.
- **Gym and Pool:** There are staff sessions for use of these facilities.
- **Fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.