



## JOB DESCRIPTION

### Compliance Administrator

**Promote and exemplify the School Mission:**

'To inspire each child with a love of learning and prepare them for a fulfilling future.'

**Promote the School Values:**

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

**1. Purpose:**

This post has been created to help meet the increasing levels of regulatory compliance required by independent schools. Schools must meet and observe a wide variety of guidelines and regulations set by both government agencies and the Independent Schools' Inspectorate (ISI). The Compliance Administrator will maintain and monitor the administration procedures and processes in given areas such as data protection, recruitment and health & safety.

**2. Relationships (including accountability)**

- The post holder reports to the Bursar.
- The post holder is also accountable to and works closely with the HR Manager, Senior Deputy Head and Registrar in given areas.
- The post holder seeks to establish and maintain productive relationships with teaching staff, administrative, ICT, maintenance and domestic staff.
- To participate in arrangements for appraisal and professional development as appropriate.

**3. Duties and Responsibilities**

***Data Protection Compliance:***

- To assist the Bursar with the implementation of the revised data protection regulations (GDPR).
- To develop procedures and practices to ensure that GDPR requirements are met.
- To spread awareness of policies, and promote the observation of practices designed to ensure compliance with GDPR.
- To monitor practice and provide advice to staff involved in data processing.
- To conduct regular audits to ensure compliance and address potential issues proactively.
- To maintain appropriate records of data processing activities.
- Serving as the point of contact between the School and the GDPR authority.
- Alerting the authorities of non-compliance if such an event occurs.

***Recruitment Compliance:***

- To provide support to the HR Manager in respect of administrative procedures for the recruitment of all new staff.
- Responsibility for maintaining the Single Central Register using WCBS, including regular audits to ensure completeness and accuracy at all times.
- To undertake pre-employment checks as directed by the HR Manager and in accordance with the School's Safer Recruitment Policy to ensure compliance with ISI regulations.
- To maintain up-to-date and accurate electronic and hard copy personnel records in accordance with statutory requirements and ensure they are stored securely.
- To archive personnel records, to include maintaining an accurate log.

***Other Compliance:***

- To provide administrative support to the Senior Deputy Head in respect of maintaining all School policies, including uploading to the School Intranet.
- To provide administrative support to the Registrar in maintaining the Admissions Register in accordance with regulations set by ISI and government agencies.
- To provide assistance with other compliance administration and record keeping as required, for example risk assessments, health & safety, training records, etc.

***General:***

- To maintain confidentiality at all times.
- To develop and maintain up-to-date knowledge of relevant regulations.
- To support and uphold the School's policies, in particular relating to data protection, safer recruitment and health and safety.
- To carry out other reasonable duties as requested by the Bursar, HR Manager, Senior Deputy Head and Registrar.
- To contribute collaboratively as directed by the Bursar to support the workload of the administration team, including providing cover, as appropriate, for other administrators and Reception.
- To attend INSET days and participate in training and other learning activities as required.
- To ensure punctuality and example in attitude and dress of at all times.
- To foster the School's ethos.

**4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.