



Warwick  
Preparatory  
School



King's  
High  
WARWICK



WARWICK  
SCHOOL

United in **Excellence**

Warwick Independent Schools Foundation



# Compliance Officer

**Information for Applicants**  
Required to start as soon as possible



## Compliance Officer

Salary £24,150 - £26,548 for a 40-hour week contract (increment pending)  
40 hours per week; full-time - 52 weeks

The Estates & Operations department of the Warwick Independent Schools Foundation is a successful, friendly and professional environment in which to work – currently working over 2 senior school sites (within the heart of / and south Warwick).

We are seeking to appoint a new Compliance Officer to our large, busy team of Estates & Operations professionals.

The Compliance Officer will proactively support on all areas of compliance for the Department by providing technical operational advice, documentation, record keeping, monitoring and statutory compliance services relating to the management, maintenance and development of the Schools' estates (including the Foundation's residential properties).

We are looking for an excellent communicator with a confident, professional and approachable manner, the ability to be flexible and discreet; someone who is organised, works well under pressure and has excellent key transferable skills including good interpersonal skills who is able to be flexible and can work independently / take ownership. The ideal candidate will have proven Compliance experience, preferably gained (although not essential) within an educational environment. Having a solid working knowledge of Microsoft Office, you will enjoy being part of a busy, hard-working team which makes a significant contribution to the life of the Schools.

For further information please see the Job Details attached. If you would like to discuss this role in more detail, please contact Annie Smith (Resources Manager) on 01926 735455.

Should you wish to apply for this role please complete both parts of the application form on the website shown below and send to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk) or contact the HR department on 01926 735413

**Closing date for applications: Monday 30<sup>th</sup> July 2018; 12.00noon**  
**Interviews: w/c 6<sup>th</sup> August 2018**

**Warwick Independent School Foundation**  
**Myton Road**  
**Warwick**  
**CV34 6PP**

Website : <http://www.warwickschool.org/Non-Teaching-Vacancies>

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.*

## The Estates & Operations Department

Estates & Operations is the largest department within the Foundation. (The Warwick Independent Schools Foundation comprises Warwick School, Warwick Junior School, King's High School for Girls and Warwick Preparatory School; see "Warwick Independent Schools Foundation - General" section for more details). The Estates & Operations Department is a shared service function looking after the school sites / its operations.

A substantial budget is provided to cover condition, compliance, minor & major building projects, maintenance, caretaking, cleaning, grounds and transport for the two schools. The Foundation also has a small number of town centre residential properties which are looked after by the E&O team.



Our team encompasses a wide variety of specialisms, including qualified electricians, heating & plumbing engineer, carpenters, grounds persons, landscape gardeners, caretakers, general maintenance operatives and cleaners as well as management and resources. Our dedicated resources team administer service level agreements, external contractor arrangements, orders, information required for HR and payroll, utilities, our fleet of 8 minibuses and the School Bus

Service - which now comprises of 10 routes over a 30-mile radius. We are the largest single department in the Foundation with just under 90 staff in total.



The Estates & Operations Department maintains the high standard of our sites for the benefit of pupils, staff and external hirers through a 10-year rolling condition plan. This is varied work, given the range of ages of buildings, from significant Grade II listed buildings to innovative modern structures; capital

projects continue to be carried out regularly to keep our schools fit for the purpose of modern education. Our work involves procuring of service and maintenance contracts a vital part of the management process to ensure the Foundation always benefits from the highest standard of service and best value.

All aspects of what we do is supported by the Compliance Officer.



The Foundation also owns a fleet of 8 minibuses varying in size from a 9-seater to 17-seaters; all are less than 5 years old and are refreshed when they reach this age. They are checked for compliance each time they are taken out by academic staff (who all hold MiDAS certification unless they have taken the 3-day DI course); with statutory 10-week compliance checks being carried out by an external provider. Compliance checks on a weekly basis are performed in-house and form part of our strong audit trail for these vehicles.



The Estates & Operations Department also has 4 further vehicles: a Citroen Despatch, Ford Connect, Ford Transit (long-wheel-based) and another Ford Transit. These are a mixture of Foundation-owned and hired vehicles. Again, compliance checks are performed in-house with regular servicing and maintenance as would be expected.



### Compliance Update

This position will provide a unique opportunity to manage the processes relating to compliance across a wide range of buildings. The work is challenging but varied, encompassing a range of regulatory frameworks such as listed building consent, asbestos management, maintaining high access man-safe equipment, site security, legionella, Portable Appliance Testing, lifts, boilers and plant. The range of tasks and knowledge involved with

compliance management will offer the post holder an invaluable learning experience, including opportunities to develop communicating with people in and outside the organisation at various levels.



## Warwick Independent Schools Foundation – General

Warwick Independent Schools Foundation comprises Warwick School (boys aged 7 -18 years), which includes Warwick Junior School (boys aged 7 -11 years) and King's High School (girls aged 11 – 18 years), which includes Warwick Preparatory School (boys aged 3 – 7 years, girls aged 3 – 11 years). Between them, the schools look after around 2,300 pupils. WISF employs around a total of around 650 staff.



Warwick School, Warwick Junior School and Warwick Prep are based on a large campus between Myton Road and Banbury Road and King's High School in the town centre within easy walking distance of the campus. We have recently announced our intention to build a new school for King's High on the Myton Road campus in order to allow the schools to work more closely together; this major project is planned for completion by September 2021.

The Schools benefit from a number of shared services provided under the oversight of the Foundation Secretary. These services incorporate all traditional bursarial services, comprising Finance, Human Resources, Estates & Operations, Catering, Caretaking, I.T. and Health & Safety, with each team headed up by a specialist. All offices are located in the Warwick School building on Myton Road except for Health and Safety, which is based at King's High and HR, which is based at Warwick Prep.

Warwick Independent Schools Foundation is also a Company Limited by Guarantee and a Charity. It is run by a board of 19 Governors and an Executive of three: the Foundation Secretary and the two School Heads.

## Warwick Independent Schools Foundation – Staff Benefits

We offer a generous 30 days annual leave (plus 8 days statutory bank holidays). On starting, staff are enrolled in the NEST staff pension scheme which the Foundation also contributes to in line with legislative requirements (staff may opt back out once they have joined).



We also provide free lunches, on-site parking and an Employee Assistance Programme in case staff (or anyone they live with) are struggling with health or significant life issues.

We have an impressive sports and leisure complex including an indoor swimming pool and gymnasium which staff may use out of school hours; this is free within a limited time range (excluding weekends) or at a modest fee for full access.



## Why work in Warwick or move to the area?

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.

*“Warwick is a market town with a rich history, boasting the most famous medieval castle in England.”*

[visitwarwick.co.uk](http://visitwarwick.co.uk)

There are also many great places to live nearby. Close neighbour, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also ‘the Happiest Place to Live in the UK’ in a recent survey by Right Move.

*Leamington was voted Best Place to Live in the UK in 2017*

(BBC News, 2017)

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by train.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022. For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King’s High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach. Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.

## JOB DESCRIPTION – Compliance Officer

<b>Post Title</b>	<b>Compliance Officer</b>
<b>Grade/Working Pattern</b>	Point 22 - 25 £24,150 - £26,548 for a 40-hour week contract (increment pending) 40 hours per week; full-time - 52 weeks
<b>Location</b>	Warwick Independent Schools Foundation (WISF) comprises two schools, each with its own junior school. Warwick School, Warwick Junior School and Warwick Prep (which is overseen by the King's High Head Master) are based on a large campus between Myton Road and Banbury Road and King's High School is close by in Warwick town centre. This role falls within one of the shared services, the Estates and Operations Department, and is based at the department's offices at Warwick School, Myton Road, Warwick. From time to time the post-holder will be required to work at the other school sites within Warwick.
<b>Date:</b>	July 2018
<p><b>Purpose of this Job Description:</b></p> <p>The Compliance Officer (CO) will proactively support on all areas of compliance for the Estates &amp; Operations Department and Shared Service Management Team by providing technical operational advice, documentation, record keeping, monitoring and statutory compliance services relating to the management, maintenance and development of the Schools' estates (including the Foundation's residential properties).</p> <p>In particular, the CO will have responsibility for ensuring the Department's compliance calendar is both up-to-date (and will withstand ISI scrutiny) and easily understood by colleagues. The role will be a mix of 'hands-on' contractor management (particularly during school holiday times) with associated office time.</p> <p>The post holder is expected:</p> <ul style="list-style-type: none"> <li>• to work proactively within the Estates &amp; Operations Department to establish and maintain a safe environment for pupils, staff, contractors and visitors;</li> <li>• to demonstrate a high level of operational acumen to ensure the confidence of staff and contracted suppliers; and</li> <li>• to offer excellent communication / updates for both their departmental colleagues and senior teams</li> <li>• to undertake training relevant to this post thus enhancing your skill set</li> </ul> <p>This post currently has no line-management responsibilities.</p> <p>This document provides a "snapshot" of the job and the tasks listed are not exhaustive. It aims to provide a clear guide at the time of writing about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.</p>	

<b>Lines of Reporting:</b>	<p>Reporting to: E&amp;O Resources Manager (direct line-manager)</p> <p>Also accountable to: Head / Deputy Head of Estates &amp; Operations</p> <p>Key relationships:</p> <ul style="list-style-type: none"> <li>• E&amp;O Maintenance / Grounds / Operations teams (via line-managers)</li> <li>• Foundation Head of Health &amp; Safety</li> <li>• Key Internal Customers: Warwick School and King's High School Deputy Heads / Health &amp; Safety Chairpersons</li> <li>• E&amp;O Resources Office</li> </ul> <p>Liaise closely with:</p> <ul style="list-style-type: none"> <li>• Residential tenants and Senior Administrative Officer</li> <li>• Shared Service Management Team</li> </ul>
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<b>Key Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To ensure compliance with all regulatory, statutory and legislative requirements associated with WISF's Estates &amp; Operations function. This includes ensuring the department is compliant with HSE guidelines and Health &amp; Safety regulation and follows WISF's H&amp;S Policy and framework as set by WISF's Head of Health &amp; Safety.</li> <li>2. To ensure compliance function will satisfy ISI standards</li> <li>3. Take ownership of the Department's compliance calendar ensuring it is up-to-date, easily understood and linked to appropriate supporting audit trail documentation.</li> <li>4. Ensure all risk reporting is prioritised for the senior team, giving advise accordingly</li> <li>5. To work in close liaison with the General Foreman, Operations Manager, Grounds Manager and E&amp;O Resources team</li> <li>6. To deliver WISF's landlord compliance duties to its tenants in residential accommodation (excluding advertising, tenant selection and the administration of tenancy agreements/licenses to occupy).</li> <li>7. To ensure regular, planned servicing of facilities are carried out.</li> <li>8. Liaising with compliance contractors as necessary to ensure works are satisfactorily completed.</li> <li>9. Review, research and recommend improvements (including provision of software / technology)</li> </ol>
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<p><b>Key Tasks</b></p> <p><b>Compliance</b></p> <ol style="list-style-type: none"> <li>1. Ensure operational understanding of regulatory, legislative and statutory requirements is kept up to date, in consultation with the Head of Health and Safety and Head of Estates &amp; Operations.</li> <li>2. Compliance Calendar. Manage, review and update the department's Compliance Calendar. The Head of E&amp;O will ensure that procedures are in place to ensure statutory compliance across all E&amp;O activities. The Compliance Officer will ensure these procedures are followed on a day to day basis. This Calendar must be easily read, with appropriate links to areas where audit-trail documentation is held. This Calendar will be used in the event of an ISI inspection so must be kept up to date.</li> <li>3. Carry out regular compliance inspections and audits within defined areas of the estate ensuring that systems are in place to deal with and rectify identified problems and record notable instances.</li> </ol>
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4. E&O Policies – review and update for the department with support from HEO
5. Provide department manager reports / updates (including action plans) – monthly or as required
6. Prepare reports following the audits for the E&O Resources Team.
7. Provide specialist advice within the limits of competence to the colleagues including to Estates & Operations staff, department managers, contractors and visitors to assist in ensuring compliance with the relevant statutory provisions.
8. Ensure permit to work documentation is completed as required, E&O team to assist.
9. Administer all agreed remedial works by both in-house staff and external contractors, ensuring they sign-off works with you to provide a robust audit trail.
10. Communications. Provide excellent and timely communications to all stakeholders / colleagues on a regular basis
11. Risk Assessments
  - a. Review and oversee external Risk Assessments & Methods Statements to ensure they are suitable and acceptable for works/tasks to be undertaken.
  - b. Periodically review and oversee existing E&O Risk Assessments as required, recommending as appropriate (support available).
12. Asbestos
  - a. Ensure the asbestos management plan is updated when required as per legislation and that any remedial work is carried out in a timely and safe manner by qualified persons.
  - b. Administer the asbestos register and ensure the Estates & Operations team are aware of issues relating to asbestos. This will include working closely with the General Foreman to highlight where asbestos is present, to identify when planned works require a competent person to be involved, and to carry out asbestos toolbox talks for the E&O team.
13. Assess prescribed works individually to establish competency levels required for them to be carried out and allocate tasks to internal or external specialists as appropriate.
14. Identify the costs of works and advise on their urgency in order to assist the HEO in managing budget expenditure.
15. Act as the delegated department representative as requested, including attending all Health & Safety Meetings on behalf of the E&O department, calling on senior colleagues to share responsibilities as required.
16. Manage planned / reactive compliance works which will include evenings, weekends and school holidays, with support from the E&O Resources Team.

### **Transport Compliance**

17. Working with your line-manager, ensure that the School Bus Service (SBS) provider meets their compliance requirements (insurance / industry accreditation / driver records etc)
18. In the event of an accident / injury involving the SBS, offer compliance support to your line-manager to ensure all appropriate documentation is available from the coach provider
19. Ensure that the Foundation's fleet vehicles (currently 8 minibuses / 4 maintenance vehicles) have all their appropriate compliance in place (as mentioned in E&O Update previously); which will withstand ISI inspection
20. Survey / risk-assess bus stops; both existing and proposed
21. Assist with general site safety in relation to the School Bus Service / Transport users

### **Other Estates & Operations Department Duties**

22. Communications: the CO will be responsible for ensuring each week (prior to senior team meetings) that a full update of compliance is made available. This update should summarise any key areas for consideration and highlight deadlines / timeframes required along with appropriate legislation if necessary.
23. Risk Assessments / Method Statements: carry out and advise on RAMS including general day-to-day works that the Department is involve in. Create template RAMS for the Department's

- line-managers offering advice / support where necessary. Work closely with line-managers and colleagues to ensure that any areas of risk are identified and mitigated (support available).
24. CDM: to have a working knowledge of CDM so as to assist the Department with projects
  25. E&O Policies: to draft and implement compliance-associated policies and any associated procedures / arrangements, to ensure that the Foundation is compliant with legislation and following best-practice / ISI expectation. To ensure that these policies remain current with legislative changes and ISI compliance, with support from HEO.
  26. Compliance-related Asset Registers: work with colleagues to ensure that all departmental asset registers in relation to compliance affected items – are up to date. Offering advice as appropriate and collating into one easily understood format, for use by senior team / SLAs / procurement.
  27. Service Level Agreement Compliance Support: assist your line-manager with the compliance audit trail in relation to the Department's SLAs. Ensuring RAMS / appropriate paperwork are in place / checked before works commence; following up on compliance remedial works and their completion within a timely fashion.
  28. Advice Guidance / Training: make recommendations to the Department's senior team with particular focus on continuous improvement.
  29. Budget Bid Reports: in coordination with your line-manager, propose where compliance budget bids need to focus giving timeframe required / legislation (if relevant) / costings / implications. Budget forecasting / summary of compliance annual costs for servicing etc
  30. Training & Toolbox Talks: to manage and implement compliance-related training programs and to carry out some aspects of staff training in the form of Toolbox Talks or small training groups. Train senior colleagues to assist with this task.
  31. Manage compliance with the Foundation's residential accommodation, including ensuring all Landlord compliance obligations are met. Property compliance and actions only.
  32. General site safety of buildings and land, inclusive of on-site transport movement / security

### **Other Duties**

33. The performance of other duties as may from time to time be required for the smooth, safe and effective running of the Foundation.

### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

### **Health and Safety – As an employee you are expected to:**

1. take reasonable care of your own health and safety;
2. take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work;
3. co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies;
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare;
5. report any injuries, strains or illnesses you suffer as a result of doing your job;
6. tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury);
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualification</b>	<p>Educated to A level standard or equivalent e.g. BTEC or similar / or City &amp; Guilds/NVQ construction trades qualified</p> <p>In addition, must have Grade C or above in GCSE English Language and Mathematics.</p>	<p>NEBOSH General certificate or equivalent</p> <p>CIBSE / IMechE / IEE Membership.</p> <p>BOHS P405 Management of Asbestos in Buildings or working towards it.</p> <p>Legionella Management Level 8 qualifications</p> <p>Other compliance related training or qualifications.</p>
<b>Experience/ Knowledge</b>	<p>Previous experience and working knowledge of a compliance environment.</p> <p>Ability to take ownership of your works / area</p> <p>A good understanding of buildings related compliance issues.</p>	<p>Maintenance contract management with external contractors</p> <p>A good working knowledge of LOLER, Gas Safety, PUWER, Lifts and Building Regulations.</p> <p>A good working knowledge of Asbestos, Legionella and Electrical Safety (PAT testing).</p> <p>Previous experience of compliance administration</p> <p>Previous experience in assisting in budget setting and confident in advising.</p>
<b>Skills/ Abilities</b>	<p>Excellent written and oral communication, interpersonal skills and telephone manner.</p> <p>Strong interpersonal skills with the ability to influence and relationship building.</p> <p>Good team working skills.</p> <p>Proven administration skills, with significant attention to detail and accuracy.</p> <p>Sound IT skills with experience of Microsoft Office Suite particularly Word, Excel, and capability to become competent in the use of bespoke databases</p> <p>The ability to deal effectively with colleagues at all levels and with external contacts</p>	<p>Experience of compliance inspections, auditing and reporting.</p> <p>Record-keeping.</p>



	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Aptitude</b>	Ability to organise your own workload effectively and prioritise workload on your own initiative.	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Enhanced DBS check with meets the Foundation's requirements.	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity.	

Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form.

When short-listing applications for interview, the panel will consider the requirements on the person specification above.

You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form, where appropriate.