

COMPLIANCE OFFICER

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

Responsible to: Compliance Manager

Location: Foundation

Key Responsibilities to include:
Policies, Compliance and Risk

Assist the Compliance Manager:

- To initiate, develop, maintain and review the Foundation's policies on an ongoing basis and to ensure statutory policies are in place and up to date.
- To ensure SLT (Senior Leadership Team) and other departments are kept informed of all relevant changes in guidance and legislation in the following areas:
 - Independent Schools Standards & Regulations (ISSRs)
 - Health, safety and welfare (including medical, educational visits and transport)
 - Keeping Children Safe in Education (including child protection and safeguarding)
 - EYFS statutory framework & wider legislation
 - Premises (buildings and facilities, environmental health, food hygiene)
 - Personnel (recruitment, UKV&I, employment)

- Data Protection (data controller obligations, subject access requests, information technology)
- Management/operational (bribery, licencing, copyright)
- Governance (Charity Commission, Companies Act)
- To advise and, if required, develop practices to ensure these guidelines and legislation are met. Monitor these practices and maintain all records to certify compliance.
- To ensure that staff and pupils are aware of, and adhere to, policies.
- To consult with legal advisers, when needed, to resolve difficult compliance issues.
- To consult with and assist our external competent person and Heads of School in relation to the Foundation's Health and Safety programme.
- In the development of data protection training to facilitate and promote data protection and security awareness within the Foundation.
- To prepare information on all types of data protection, risk and other compliance issues, in preparation for the Compliance Manager to brief FLT (Foundation Leadership Team), SLT (Senior Leadership Team) and/or governors.
- To monitor and evaluate data management procedures and compliance within the Foundation, identifying the Foundation's data processing activities.
- To provide advice on data protection compliance, including providing assistance with Data Protection Impact Assessments (DPIA) and reviewing/drafting data processing or sharing agreements.
- To respond to individuals whose data is being, or has been, processed, including dealing with subject access request, executing the right to be forgotten, and considering the restrictions on processing.
- To carry out legal research.
- In audits of the different areas of the ISI requirements.
- In other matters e.g.: copyright, Intellectual Property, licences and subscriptions.

General Responsibilities

- To build and maintain good working relationships with all Foundation stakeholders.
- To assist as necessary in other Foundation areas at peak times.
- To work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- To proactively identify areas for improvements within the Foundation.
- To act in accordance with Data Protection principles at all times.
- To adhere at all times to Foundation Operational and Employment policies and procedures.
- To take responsibility for your own Health and Safety and that of your colleagues.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably be required within the general scope and level of the post.

Safeguarding and welfare of 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 Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-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 the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of Work:

Full time (52 weeks), 37.5 hours per week, part time considered.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

- Contributory pension scheme – matching up to 6%
- 30 days holiday plus 8 bank holidays (pro rata for part time) to be taken during the school holidays only
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Salary sacrifice childcare vouchers (no new joiners after October 2018)
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Discount on train travel

Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is **noon on Friday 31st August 2018**.

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.
- A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT IN, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.
- YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.

References may be taken up before interview. Interviews will be arranged as we receive suitable candidates, you may be invited in before the closing date.

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

www.stephenperse.com/recruitment

**PERSON SPECIFICATION
COMPLIANCE OFFICER**

	Essential	Desirable
Qualifications	Degree educated or equivalent	Legal qualification Health and Safety qualification
Knowledge & Experience	Experience of researching, interpreting and putting into practice legislation, regulations and statutory guidance/advice Experience of giving balanced evidence-based advice to colleagues Computer literate and knowledge of IT systems	Experience of developing and delivering compliance regulations, policies and procedures Knowledge of risk management, health and safety and data protection legislation relevant to independent schools Knowledge/experience of working in an educational establishment would be an advantage Legal experience Knowledge of SIMS
Skills & Aptitudes	Ability to research, analyse and interpret legislation effectively Ability to work accurately and meet deadlines Flexible and willing to be involved with various activities Excellent, confident interpersonal communication skills Good organisation skills including personal workload organisation Ability to work independently with a high level of initiative	
Personal Attributes	Professionalism and integrity Assertive Dedication and enthusiasm Energy and resilience Approachability Completer/finisher Flexibility	