JOB DESCRIPTION

**Compliance Officer – St Paul’s School**

**Department** TBC

**Line Manager** Director of Operations

**Role:**

To plan, implement and maintain St Paul’s School’s arrangements for ensuring that the organisation is compliant with relevant legislation, including, but not limited to current UK safety, health, environment and fire legislation, data protection legislation, Independent School’s Inspectorate (ISI) regulatory requirements and national Minimum Standards for Boarding Schools (NMS).

**Main duties and responsibilities:**

***Safety, Health, Environment and Fire (SHEF):***

* Plan, manage and co-ordinate SHEF arrangements, ensuring compliance with the appropriate legislation in conjunction with the Operations Director.
* Develop, review and regularly update health and safety policies, procedures and practices.
* Promote a health and safety culture throughout SPS and ensure that members of staff receive the appropriate training, particularly on induction and through regular INSET sessions.
* Conduct or co-ordinate a robust programme of risk assessment and ensure that all health and safety risk and fire risk assessments are properly recorded.
* Conduct or arrange for appropriate audits and safety inspections to be carried out.
* Log, and where necessary, investigate all reports of accidents, incidents and “near misses”. Raise reports under RIDDOR where necessary.
* Plan the School’s response to critical incidents (emergencies) and incidents that may impact on business continuity.
* Attend and provide appropriate reports to meetings of the Health and Safety Committee.
* Co-ordinate and arrange regular first aid training, maintaining an up to date list of qualified first aiders on site.

***Data Protection:***

* To act as the School’s nominated Data Protection Officer.
* Ensure that the School’s notification to the Information Commissioner’s Office is current and accurate.
* Ensure that the School is compliant with all aspects of the GDPR and the Data Protection Act 2018.
* In conjunction with the Operations Director, ensure compliance regarding the School’s operation and monitoring of CCTV.
* Co-ordinate the School’s response to Subject Access Requests made under UK data protection legislation.
* Provide, or arrange for, appropriate staff training in information security and data protection.
* Monitor the implementation of information security and data protection standards, policies and procedures.

***Regulatory requirements:***

* In conjunction with the School’s Executive Teams, ensure that the School is compliant with the Independent School Standards Regulations and National Minimum Standards for Boarding.
* Monitor significant changes to the regulations and ensure that all relevant members of staff are made aware of them.
* Ensure that nominated ISI Policies are valid and in date.

***Copyright and Trademarks:***

* Ensure that the School has the appropriate copyright licenses in place.
* Provide occasional training and briefings in order to ensure that staff members understand the terms and conditions of copyright licenses.
* Make appropriate reports and returns as required by individual copyright licenses.
* Monitor compliance with copyright legislation and the terms of the licenses held.

***Planning Compliance:***

* Monitoring compliance with extant planning permissions, including the transport plan, and liaising with staff and, where necessary, the Local Authority.

***General Duties:***

* To provide compliance and administrative support to the Operations Director.
* To assist the Clerk to Governors in supporting the Governors in delivering their day to day responsibilities, including planning meetings, preparing papers, recording meetings and retaining documents.
* Record and monitor renewal dates for all School wide policies (including the archiving of all previous policies).
* To co-ordinate and manage the digitisation process for School records.
* Undertake any other reasonable duties as required by the line manager or High Master.
* All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct.  Staff will receive appropriate child protection training which is regularly updated.

**Personal profile, experience and skills:**

* Educated to degree level (Essential)
* Relevant experience within a Compliance function (Essential)
* Working knowledge and understanding of Data Protection principles, including all aspects of the GDPR (Essential)
* Working knowledge and understanding of current Health & Safety legislation (Essential)
* Experience of regulatory framework relating to governance and Schools and charitable organisations (Desirable)
* Experience of working in the educational sector (Desirable)
* Scrupulous attention to detail, even when working under pressure to strict deadlines (Essential)
* Strong IT and minute taking skills (Essential)
* Excellent interpersonal and communication skills (Essential)
* Time management skills and the ability to handle a complex workloaD (Essential)
* Personable and approachable (Essential)
* Able to interpret and explain complex ideas and legislation in layman’s terms (Essential)

**Hours of work:**

Working hours will be Monday to Friday 9.00am – 5.00pm during term time, and 9.00 – 4.00pm during School holidays.

Flexibility will be required to work occasional evenings and weekends. The nature of the position is such that you will be expected to work such hours as are necessary to meet deadlines.

**Holidays:**

20 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>) .

*NB: The School is normally closed for a 1-2 week period over Christmas, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.*

**Salary:**

£45,000-50,000 per annum [full time], dependent on experience

**Benefits:**

* After one years’ service, part remission of fees at St Paul’s School / St Paul’s Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
* Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
* Free parking on site.
* St Paul’s employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
* Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
* Stakeholder Pension Scheme.
* Death in Service benefit.
* Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
* Policy for funding external professional development, and reimbursement of relevant professional membership fees.
* After 5 years of employment, annual leave entitlement increases by 5 working days (or pro rata equivalent). This increases by a further 5 days (or equivalent) after 10 years of employment.

***June 2018***