



Newland House  
School



Job Application Pack

**Compliance Officer**

Closing Date for Applications: 21 August 2025





# OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.



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# SUMMARY OF THE ROLE

We are seeking a professional and motivated part-time Compliance Officer to start as soon as possible.

The Compliance Officer will be responsible for overseeing and coordinating the school's compliance with all statutory, regulatory, and best practice requirements. The role is central to supporting the Senior Leadership Team in maintaining robust standards across safeguarding, data protection, health and safety, and broader regulatory frameworks affecting independent schools.

The post merits a salary commensurate with the role and the successful applicant's relevant experience.

The Compliance Officer will be line managed by the Head.

# JOB DESCRIPTION

## Main duties and responsibilities

- **Regulatory Compliance**

- Ensure the school meets all obligations under the Independent School Standards Regulations (ISSRs), ISI requirements, and relevant legislation from the DfE.
- Assist in the preparation for inspections and manage internal audits as needed.

- **Safeguarding and Safer Recruitment**

- Support the Designated Safeguarding Lead (DSL) with compliance oversight.
- Maintain accurate and up-to-date records relating to DBS checks, training logs, and safeguarding procedures.

- **Data Protection**

- Support data protection compliance, including maintaining privacy notices, managing subject access requests (SARs), and helping respond to data breaches.
- Ensure staff are aware of their responsibilities under UK GDPR.

- **Health & Safety**

- Work closely with the Health & Safety lead to ensure compliance in key operational areas.
- Maintain appropriate records and assist with risk assessments where required.

# JOB DESCRIPTION continued

## Main duties and responsibilities

- **Policy Management**
  - Maintain the school's compliance policy framework, ensuring policies are current, reviewed on schedule, and accessible.
- **Training and Culture**
  - Help coordinate and monitor compliance-related training for staff, including safeguarding and data protection refreshers.
  - Promote a culture of compliance awareness throughout the school.
- **Governance and Record-Keeping**
  - Support the school's governors and leadership with compliance reports and documentation.
  - Maintain detailed and auditable records across all areas of compliance.



# THE CANDIDATE

## Person Specification

- **Essential**

- Working knowledge of regulatory requirements in the UK independent school sector.
- Proven experience in a compliance, governance, or risk management role.
- Excellent organisational skills and attention to detail.
- Ability to work independently and manage priorities within a part-time schedule.
- Discretion and integrity, particularly in handling sensitive information.

- **Desirable**

- Prior experience in a school, education or legal background environment.
- Awareness of the Independent Schools Inspectorate (ISI) frameworks.
- Training or qualifications in data protection, safeguarding, or health and safety.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# WHY WORK AT NEWLAND HOUSE SCHOOL

**Generous pay and allowances** – based on skills and experience.

**Pension** – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

**Staff fee remission** – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

**Enhanced sick and maternity/paternity pay**

**Flexible and generous time off work policy** – special leave, time off for dependents and appointments.

**Lunches and refreshments** – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

**Flexible working options** – job share and part-time.

**Cycle to work scheme** – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

**Career personal development** – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

**Continuous appraisal process** – to ensure staff get regular feedback.

**Staff social committee** – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

**Staff Reps forum** – an opportunity to get your voice heard.

## Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.





# CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.





# HOW TO **APPLY**

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to the HR Manager by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact HR Manager, Ashlesha Sarang-Patel via email on

[asarang-patel@newlandhouse.net](mailto:asarang-patel@newlandhouse.net)