

Job Description and Person Specification

DATE	SIGNATURE

Role

Risk and Compliance Manager

Beckfoot Trust

Salary/Grade: Competitive

Reporting to: Deputy CEO

JOB DESCRIPTION

Corporate Responsibilities

- Ensure high standards of compliance with statutory and regulatory requirements to support the Trust's vision for education and deliver remarkable services supporting pupils to achieve top 10% outcomes in a remarkable learning environment.
- Lead and support colleagues on practice and standards in relation to Health and Safety and GDPR compliant with legislation and regulation.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- Develop and promote high standards of compliance in relation to health and safety and welfare at work, monitoring implementation, responding to issues and ensuring our schools are continually ready for scrutiny.
- Work closely with the Head of Estates, supporting monitoring of estates compliance and checks.
- Ensure that statutory documentation is published on websites with continuous monitoring and follow up action where required.
- Manage a programme and completion of training for all Trust staff, linking with induction planning and delivery.
- Lead a cycle of review for risk registers to ensure that school risks are reflected in the Trust risk register and reported to the Board with related activity and changes.
- Contribute to remarkable service standards, evaluating and analysing performance and planning improvement to provide remarkable services with reference to industry standards.
- Source and manage audit activity as determined by the risk profile and Trust procedures, supporting schools with planning and coordinating activity in relation to issues, reporting on progress.
- Develop the use of management systems (EVERY) to coordinate and report on statutory compliance, checks and audit activity.
- Procure, manage and promote specialist and regulatory services for schools including insurance, ensuring value for money.
- Produce and review policy and standard operating procedures / resources in relation to Health and Safety, ensuring consistent standards across the Trust and lead the ongoing professional development of identified staff.
- Be the competent person for Health and Safety, as prescribed by regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Advise and support Headteachers, Cluster Business Managers and others to ensure a robust approach to the management of health and safety with support and solutions to complex practical and issues.
- Support colleagues in the management and assurance of safeguarding policy and procedures.
- In collaboration with the Deputy CEO lead (but not chair) the Trust H&S committee, setting the agenda and identifying actions to assist with management and reporting of Health and Safety and continual improvement in compliance.
- Undertake visits, auditing and investigation in schools, supporting high compliance standards in practice and reporting on findings and best practice follow up actions.
- Ensure Trust systems are in place at each school to ensure pupils and staff are working safely, with oversight of a Trust risk assessment register and regular review of risk assessments as working documents understood by all parties.
- Provide advice on risk assessments, ensuring that authors can be confident that they are robust, suitable and sufficient.
- Maintain an incident reporting system that covers health and safety accidents (in line with RIDDOR), near misses and violence at work incidents.
- Ensure submission of data and regulatory returns in relation to insurance and RIDDOR.
- Lead contact with Public Health on issues including infectious diseases. Provide feedback to the CEO, Deputy CEO, Headteachers and CBMs.
- Act as the Trust Lead for Education Visits, advising where necessary.
- Be the Trust's Data Protection Officer (DPO), supporting colleagues to work within regulations and manage / approve DPIAs.
- Produce and review policy and standard operating procedures / resources in relation to GDPR, ensuring consistent standards across the Trust and lead the ongoing professional development of identified staff.

JOB DESCRIPTION

- Monitor and review compliance with GDPR, reporting to Executive and Trustees (termly / annually) on findings and follow up actions.
- Provide support and advice on Subject Access Requests (including timescales and redaction processes).
- Provide support and advice on Data Breaches.
- In collaboration with the Deputy CEO who has the final say, make the decision on reporting breaches to the Information Commissioners Office (ICO).
- Responsible for providing support on Freedom of Information requests that are made to individual schools. Identifying requests that are Trust wide or which have been made to all schools and ensuring a coordinated response.
- Respond appropriately to emergencies or urgent issues and determine follow up actions, consulting with leaders.
- Provide support for any new schools joining the Trust in relation to compliance due diligence work and onboarding schools on Trust preferred platforms.
- Develop and prepare reports and management information, with interpretation as required for Executive, Board and relevant external regulatory bodies and stakeholders.
- Maintain accurate records using relevant systems in line with policy and records management procedures.
- Provide out of hours and emergency cover or support for colleagues.
- Lead and support meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others.
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school.
- Contribute to the development of systems and procedures in the Trust and work within the overall aims and objectives of the Trust.

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: August 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Risk and Compliance Manager

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Degree or equivalent professional qualification in an appropriate discipline. Minimum of GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2. Health and Safety qualification / accreditation (IOSH Managing Safely or equivalent) Health and Safety qualification / accreditation (NEBOSH Managing Safely or equivalent) Data Protection Officer accreditation or willingness to obtain 	<ul style="list-style-type: none"> Evidence of relevant CPD activities. Willingness to obtain other qualifications/ accreditations as necessary. 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Multi academy Trust governance and statutory/legal frameworks Policy and process development Complaints management Statutory reporting Working knowledge of relevant regulations and statutory duties including building legislative compliance requirements, Health and Safety Management including fire safety, General Data Protection Regulations 		<ul style="list-style-type: none"> Application/Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role To lead and work constructively as a part of a team To have excellent communication skills Effective ICT skills and software applications within an office environment Full knowledge of relevant policies and guidance and awareness of relevant legislation Ability to interpret information and to devise policy/practices The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines Ability to relate well to children and adults including parents/carers 		<ul style="list-style-type: none"> Application/Interview

PERSON SPECIFICATION

- Evidence of continuing and relevant professional development
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Character/ Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity, and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/ life balance • Resilient, flexible and hardworking 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> • Application • Interview
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> • References • Interview