



St Faith's
C A M B R I D G E

Compliance Officer

Contents

Headmaster's Introduction.....	3
The School	4
Our Mission.....	4
Our Support Staff Vision	4
General Information.....	4
Why Join Us	5
The Role	6
Purpose.....	6
Support Staff Organisational Structure.....	6
Role Profile	7
Person Specification	9
Summary of Benefits.....	10
How to Apply	11



Headmaster's Introduction

Dear Applicant,

Thank you very much for your interest in the role of Compliance Officer here at St Faith's School. St Faith's is a co-educational independent day school for girls and boys ages 4 to 13 located in the world-renowned university city of Cambridge. The size and ethos of our school enables us to discover and promote children's talents across a wide- ranging curriculum as well as through extra-curricular activities.

We pride ourselves on our distinctively future-focused curriculum, delivered by highly skilled teaching staff and utilising outstanding facilities. We provide a tailored education where we value each pupil as an individual within our school community and we enable them to develop their academic and social skills to become well-rounded, independent learners, ready and equipped for the next stage of their educational journey.

At St Faith's we promote and enjoy a strong sense of community based on: everyone sharing a clear understanding of the school's values, and this contributes to creating our friendly and supportive community for pupils, parents and staff.

Further information can be found on our website at [St Faith's School \(stfaiths.co.uk\)](http://stfaiths.co.uk) and by viewing our new [school video](#).

Yours sincerely,

C. Hyde-Dunn

Dr Crispin Hyde-Dunn
Headmaster



The School

Our Mission

St Faith's seeks to be a happy, inclusive and supportive community which welcomes families from all religious and cultural backgrounds. Underpinned by Christian values, we nurture every child as infinitely valuable and uniquely gifted members of the St Faith's family. We aim to cultivate strength of character, distinguished inter-personal qualities, distinctive leadership ability and a keen sense of social responsibility. Our innovative curriculum and future-focused education builds on a strong academic heritage and promotes excellence in all areas.

Our Support Staff Vision

To ensure a proactive, professional and efficient support service to the school community. Essential to this is effective strategy and planning, clarity of purpose, strong collaboration between departments and adaptability to reflect the threats and challenges from a changing political, educational, social and economic environment. A fundamental component of our success will be a *strong focus on people*, on high performance, progressive training and career development, on wellbeing, on effective leadership and application of sound management. People based thinking will therefore be a key element of our approach, to ensure high performing teams with a strong identity and ethos.

General Information

St Faith's is a co-educational independent day school for girls and boys aged 4-13 years and is a member of IAPS¹. Located in the heart of the beautiful and stimulating city of Cambridge, our distinguished heritage dating back to 1884, gives St Faith's deep roots upon which we thrive. Curriculum innovation and a focus on the future – recently manifested in Engineering, Computing and Sustainability lies at the heart of our school. St Faith's pupils are renowned for being confident, socially aware and having excellent manners. These attributes, combined with creative intellectual curiosity, notable academic achievement and highly developed emotional intelligence, provide an excellent educational foundation at a crucially important formative age.

Children thrive in our school – they feel both cared for and challenged. We attract exceptional teachers who are encouraged to be innovative and ambitious in developing each child's talents. Small class sizes, outstanding facilities and a flexible teaching approach to meet the needs of the individual enables each pupil to be happy and to fulfil their potential.

¹ [The Independent Association of Prep Schools](#)



Why Join Us

We are an innovative school with an excellent reputation both locally in Cambridge and nationally. Our alumni provide proof of our success across the education spectrum from prominent and highly successful sports men and women, eminent musicians, scientists, journalists and prominent academics. And our team of staff, both teaching and support are fundamental to our success. There is a diversity of expertise in our staff that is unique to St Faith's that allows us to continue to excel in the Prep School education sector. Our work unlocks the potential of our pupils to be their best selves in a happy and supportive environment.

The Role

Purpose

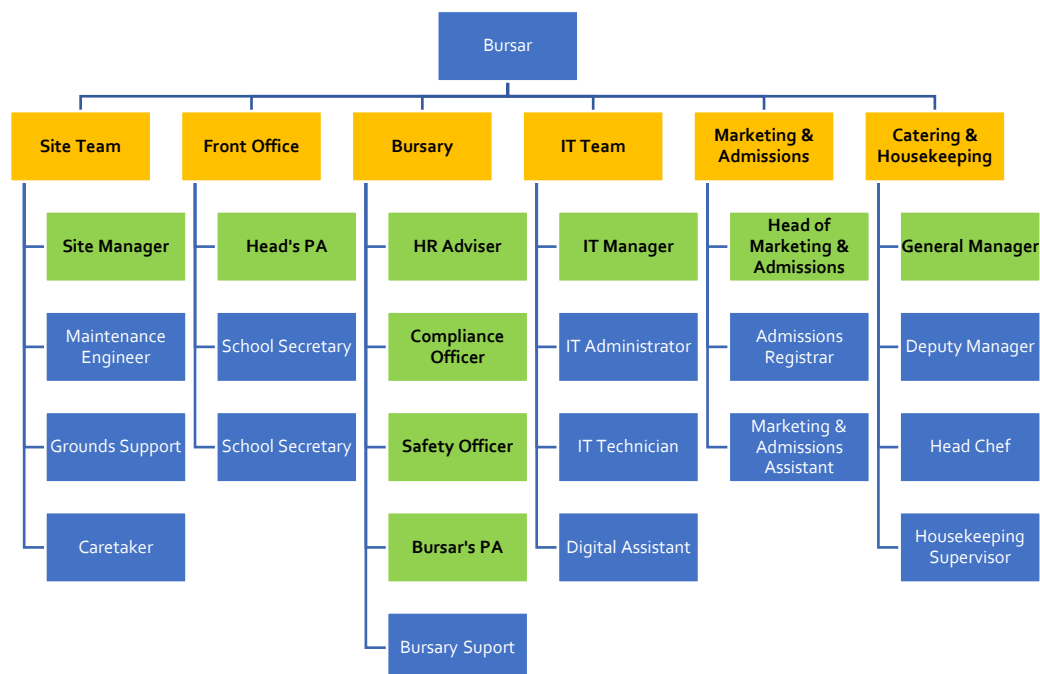
The Compliance Officer is a new, high profile whole-school role with responsibility for ensuring that all aspects of compliance are appropriately structured and discharged in accordance relevant legislation.

The post holder's direct line manager will be the Bursar however, they will be working under the direction and authority of the Senior Management Team, and will therefore be expected to be visible across all of the schools, in order to understand and manage compliance matters; challenging areas of non-compliance where appropriate. The normal expectation is that the post holder will be spending a good proportion of their time around the Foundation sites looking at practice in relation to policy and being prepared to identify areas where there are areas of compliance vulnerability and risk. They will be expected to seek to resolve these matters directly in most cases by requiring a suitable response in a timely fashion.

The post holder will have an understanding of the Independent School's Inspectorate (ISI) regulatory requirements, business continuity management, risk management and Data Protection legislation to ensure the Foundation is aware of any legislative or procedural changes. The appointee will be expected to work flexibly and undertake other duties in support of the Bursary Department as required.

The role requires a well organised and prioritised approach, meticulous attention to detail and the ability to work under pressure.

Support Staff Organisational Structure



Department
Support Staff Leadership Team

Role Profile

General Information	
Job Title:	Compliance Officer
Department:	Bursary / Administration
Location:	St Faith's, Cambridge
Job Purpose:	Reporting to the Bursar, the Compliance Officer will be responsible for the management of all aspects of school compliance, and act as the school's Data Compliance Officer. The scope of the role includes, but is not limited to ISI compliance, risk management, incident management and business continuity.
Effective from:	The post is immediately available
Reporting Line:	Bursar
Hours:	Standard hours of work are 37.5 hours per week (0830 – 1630 daily with a 30 minute unpaid lunch break), 52 weeks per annum. The post holder can expect to work beyond these hours on occasion.
Salary:	£32k plus; depending on experience
Other Benefits:	Free lunch during term time, membership of The Leys' gym and pool, health care cash plan
Pension:	Membership of the defined contribution support staff pension scheme is available. Any employee contribution will be doubled by the School up to a maximum 10% of salary.

Role Profile	
Compliance Management:	<ul style="list-style-type: none"> • Providing legal advice and liaising with the school's legal representatives when required • Ensuring the school is compliant with all relevant legislation • Providing information, advice, and training on all aspects of regulatory compliance and DfE and ISI requirements • Collaborating with other key departments (e.g., HR, Health & Safety etc) on compliance issues to assist them in achieving compliance • Identifying potential areas of compliance vulnerability and developing / implementing corrective action plans • Keeping up to date with any changes in compliance requirements and taking pro-active action to ensure the school is compliant • Reporting on compliance related matters to Governors and the Senior Management Team • Managing the school's compliance database to ensure that this is continually updated • Ensuring the school business continuity plan is up to date • Maintaining records of all staff mandatory training together with processes and controls to monitor and review records • Updating own knowledge and skills by participating in professional development training, courses, networking events and reading professional publications
Inspection:	<ul style="list-style-type: none"> • Working with colleagues to ensure the school's continual readiness for inspection • Acting as the custodian for all inspection documentation as set out in ISI documentation and guidance

Role Profile	
	<ul style="list-style-type: none"> Monitor changes to ISI requirements to ensure that the school has implemented changes where necessary
Risk:	<ul style="list-style-type: none"> Overseeing the risk management processes and proactively monitoring the management of risks throughout the school
Policies:	<ul style="list-style-type: none"> Ensuring that all policies and procedures are up to date and compliant Assisting staff (in particular Senior staff) with the writing of policies and procedures Pro-actively monitoring the operation of policies and procedures
Data Compliance Officer:	<ul style="list-style-type: none"> Acting as the school's Data Compliance Officer (DCO) Leading on all aspects of GDPR compliance including audits etc Coordinating the school's response to Subject Access Requests Develop, review and regularly update GDPR policies, procedures and practices
General:	<ul style="list-style-type: none"> To be mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building To be aware of and adhere to the School code of conduct and confidentiality To adhere at all times to the School's Child Protection procedures Present an approachable professional manner at all times to pupils/staff/parents and visitors To undertake other reasonable related tasks as requested by the Bursar or Headmaster

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.


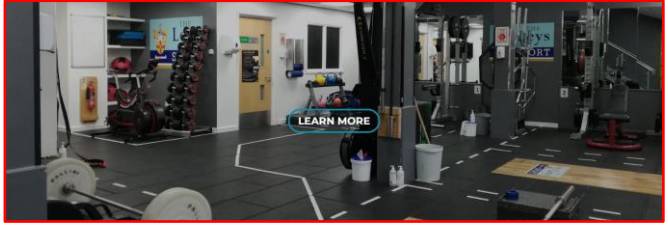
All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

Person Specification

	Desirable	Highly Desirable	Essential	Method of Assessment I/A/T/P*
Qualifications and Training				
Related degree qualification		√		A
Management qualification		√		A/I
'A' levels			√	A
Experience				
Experience of preparing, analysing and presenting information in the form of updates or options for discussion			√	A/I
Experience in education and working in large schools		√		A/I
Experience of business continuity		√		A/I/T
Experience of managing a diverse workforce		√		I
Experience and knowledge of the functions relevant to the role, including estate and infrastructure management		√		A/I/T
Budget holder		√		A/I
Experience of ISI and other schools' related legislation		√		A/T/P
Knowledge and Understanding				
Understand statutory legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health and Safety		√		A/I
Excellent IT knowledge and skills including Microsoft Office 365, Excel, Word and databases			√	T
Risk management and accident management		√		A/I
Experience with data protection and management			√	A/I
Skills				
Ability to lead, develop and motivate a diverse workforce		√		A/I
Excellent communication skills written and verbal at all levels and the ability to develop relationships quickly			√	A/I/T/P
Ability to work in a discreet and sensitive manner			√	I
Strong planning and organisational skills with attention to detail		√		I/T/P
Strong analytical and problem solving capacity			√	A/T
Ability to multi-task in a very busy, changing environment			√	A/I
Ability to undertake audits, analyse data and develop plans to set targets, monitor and evaluate progress			√	A/I/T
Ability to interpret legislation and other laid down procedures and able to explain requirements in simple, practical terms to non-specialists			√	A/I/T
Finisher / completer mindset with very high standards and independently minded			√	A/I
Outstanding influencing and negotiation skills	√			I
Personal Characteristics				
Approachable and empathetic			√	I
Organised and resourceful			√	I
Ability to use initiative and apply sound decision making skills			√	A/I
Ability to meet deadlines and work calmly under pressure			√	I/T
Able to commit to the School's strategic direction and values			√	A/I

*Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) please note that applications will be assessed against the Person Specification using this criteria

Summary of Benefits

A competitive salary.	£32,911.
A contributory Pension Scheme through Standard Life .	Employees will be required to pay 5% of salary. St Faith's will make a contribution of 10% of salary.
Lunch provided gratis in term time. 	
Membership of Medicash Health Care Cash Plan with Perks at Work .	A range of medical related benefits.
A cycle salary sacrifice purchase scheme.	For purchases of cycles up to the value of £1000.
Free membership of The Leys sports facilities.	
Support for professional development.	All support staff employees will be supported to develop a Personal Development Plan to encourage and ensure professional and career development.
A Death in Service benefit.	Two times your annual salary for your nominated next of kin.
Free parking.	Free parking provided within 5 minutes' walk of the school site.

How to Apply

Click [this link](#) to apply through TES and we'll be in touch as soon as we can.

Please note the following dates:

- Closing date: Monday 17th April 2023 @ 0900
- Potential brief long listing interview via Teams W/C Monday 17th April 2023
- Interview date: Friday 28th April 2023

The application process will include interviews, written tasks and a tour of the school.

Where Can I Find Out More?

Further information about working at St Faith's is available on the school website (please click on Menu, Further Information, then [Working at St Faith's - St Faith's School \(stfaiths.co.uk\)](http://stfaiths.co.uk)).

Please also see our Social Media profiles:



Our school is committed to safeguarding and promoting the welfare of children and young people and the expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an enhanced DBS check and workplace references will be undertaken in accordance with current statutory guidance.

The Foundation is committed to fostering an inclusive culture that promotes values and diversity and celebrates the diverse voice of our community.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

Guidance on the recruitment process and further information, including how we will use your personal data and our policy on employment of ex-offenders, can be found [here](#)