



DANES HILL SCHOOL

HEAD OF COMPLIANCE



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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OUR VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

HEAD OF COMPLIANCE

Job title:	Head of Compliance
Job purpose:	To be responsible for overseeing all aspects of compliance, including ISI regulations, health & safety and data protection compliance.
Reporting to:	Director of Finance & Operations
Hours:	Full time (40 hours per week). This role is all year round, during both school terms and school holidays.
Annual leave:	25 days a year (plus bank holidays) should be booked during the school holiday periods. Some weekend and evening working may be required occasionally.
Term:	Permanent
Salary:	Competitive salary scale, depending on skills and experience.
Benefits:	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Season ticket loans. Training and development support. Parking on site.
Closing Date:	15th January at 9am. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.

ROLE SUMMARY

In this role you will provide expert advice in relation to all compliance matters, contributing to a safe and effective school environment.

JOB DESCRIPTION

Primary duties and responsibilities

Ensuring that the School remains up to date with legislation and regulations including those related to:

- The Education (Independent Schools Standards) Regulations (ISSR)
- ISI, DfE and OFSTED frameworks
- Keeping Children Safe in Education (KCSIE)
- EYFS statutory framework and associated legislation
- Data Protection Act 2018 and associated data protection legislation
- Educational visits (including overseas trips)

Health and safety

- Business and operational areas (anti-bribery, anti-money laundering, licensing, copyright)
- Charity Commission and Companies Act governance
- Providing advice and guidance to SLT and policy owners with regard to legislative changes.
- Advising and developing practices to align School operations with regulations.
- Communicate with and report to the Charity Commission and the School's insurers where appropriate.

Inspections

- Working closely with SLT to ensure that documents required for ISI inspections are up to date and on the ISI portal.
- Co-ordinating completion of the School's Self Evaluation Form.
- With SLT, co-ordinating arrangements for inspection visits to ensure they run smoothly.

Policies and procedures

- Co-ordinating a clear process to ensure that School policies are maintained, updated and reviewed by the right committees when due, including recording policy changes, version control, approval mechanisms, scheduling and a policy archive.
- Monitoring and reporting on renewal dates for all School policies.
- Taking a lead role in updating and evaluating policies required within the ISSRs.
- Ensuring that key ISI policies are up to date, published and accessible to the right audiences.

Risk and business continuity

- Being responsible for maintaining the School's Risk Register, and ensuring relevant risks are recorded and actions taken to mitigate risks planned.
- Co-ordinating the School's critical incident and business continuity planning.
- Identifying areas of compliance risk, and developing action plans in relation to those risks.
- Implementing a programme of risk-based audits and reviews, reporting findings to the Director of Finance & Operations.

Data protection

- Supporting the Data Protection Officer (the Director of Finance & Operations) in ensuring that the School is compliant with all aspects of data protection legislation.
- Taking responsibility for all policies related to data protection.
- Responding to subject access requests and co-ordinating data retrieval and redaction as appropriate.

JOB DESCRIPTION

Data protection continued

- Keeping a data breach register and liaising with external providers to ensure compliant data practice from third party providers.
- Co-ordinating strategic projects at the direction of the Director of Finance & Operations.
- Providing project management support and advice as required.

Other key duties and responsibilities

- Delivering friendly, informed and responsive communication in line with normal expectations of the role.
- Ensuring that a positive impression of the School is given to pupils, parents, visitors and colleagues at all times.
- Establishing and maintaining efficient and effective working relationships with the wider community of the School.
- Supporting the work of the School, and delivering its strategic outcomes.

General duties

- Playing a full part in the life of the School community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- Actively engaging in safeguarding practice and health and safety awareness around the school sites.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the Director of Finance & Operations, Head or senior colleague may require from time to time.



DANES HILL SCHOOL

PERSON SPECIFICATION

Qualifications

- Strong educational background, ideally with a minimum of A level standard
- Relevant degree with high honours (desirable)
- Relevant professional qualification (legal, audit, health & safety, data protection) (desirable)

Knowledge

- Excellent knowledge of strategies to support compliance management of data protection, health and safety, safeguarding and the ISSRs.
- Confident knowledge of and ability to apply Keeping Children Safe in Education
- Evidence of appropriate continued personal and professional development
- Extensive secure knowledge and ability in relation to compliance in schools

Experience

- Proven excellent record of managing compliance in a similar organisation
- At least three years' relevant experience of delivering compliance management
- Experience of raising standards

Competencies

- Ability to communicate professionally and effectively to a range of audiences
- Ability to build effective relationships with pupils, parents and staff
- Highly organised with the ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to work effectively as a proactive member of a team, as well as managing a personal workload
- Excellent computer skills using MS Office, with an intermediate level in Word and Excel
- Competence in using iSAMS or SIMS (desirable)
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate flexibly in the life of the school, including co-curricular commitments.

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, as well as other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2022.



THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day Preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

Pupils are encouraged to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'.

We feel these comments accurately reflect the school and are key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. The Common Room President organises social events and charity fundraisers. Several members of staff offer their expertise free of charge to run different activities. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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