



Appointment of:
Compliance Manager

www.brackenfieldschool.co.uk



Welcome To Brackenfield School

I am delighted that you are considering applying for our Compliance Manager position at Brackenfield School.

Founded in 1977, we have been Harrogate's Prep school for over 40 years. This is long enough for our school to witness the circle of life! We are now welcoming parents who were once pupils here themselves. Margie Sutcliffe, the founding Head, established a family ethos at Brackenfield that now lives on in perpetuity. More than anything else, children are happy and cared for here; we are an extended family.

Joe Masterson,
Headmaster



Our School

Brackenfield is a leading independent prep school for children aged two to eleven. Situated within a five minute drive from the centre of Harrogate, Brackenfield prides itself on its close links with the local community. There is an especially warm and caring atmosphere at Brackenfield, and children are nurtured and encouraged by our hard-working staff to achieve the best possible outcomes in all areas of school life.



Our Mission Areas:

Activities

Community

**Curriculum
&
Learning**

**Outdoor
Education**



Our Aims

Our mission areas provide a clear focus for all that we do. Our attitude and behaviours are underpinned by our six core values:

Kindness, Honest, Respect, Initiative, Perseverance and Confidence.

Through our Mission and Values, we aim to inspire a love of learning. We want every child in our school to be happy and confident. Our teachers identify and deliver learning opportunities for pupils to best acquire a vast knowledge base and to develop the learning skills which ensure academic, personal, social and emotional success. We strive to make the most of individual talent, and we expect every child to leave our school as an independent learner, ready for the next challenge.

Our newly introduced Ultimate Bracken Award has been created to run alongside our broad curriculum. This comprises a multitude of activities for pupils to participate and engage in. Almost all the activities and tasks are underpinned by the school's four core mission areas. These activities are to be independently considered and completed.





Our Nursery

At Brackenfield's nursery, we aim to give our children the best possible start, so they are happy, confident, active, sociable, and ready for school. Whether in the Wrens Class (2–3-year-olds) or the Robins Class (3–4-year-olds), children enjoy age appropriate activities that allow each one to extend their social, communication, and thinking skills alongside their problem solving capabilities. We aim to identify each child's unique interests and abilities, planning activities that will engage and inspire them to discover more about the world around them.

Brackenfield Nursery offers a stimulating environment for young children, featuring well-equipped classrooms, space for music and indoor play, and an expansive playground with engaging resources. As part of the main school, we benefit from exceptional facilities and expert teachers.

- **Open 50 weeks of the year**
- **Perfect for busy, working families**
- **Qualified and experienced Early Years staff**
- **Daily specialist teaching**

Purpose of role:

Overall purpose of the post:

To have responsibility for maintaining the compliance of the school. This will include Health & Safety, risk assessment, policies, facilities management and line management duties.

Hours of work:

24 Hours per week, all year round. This is flexible and negotiable depending on applicant's suitability.





Duties & Responsibilities

- Maintain an extremely high level of Health and Safety across the school, with excellent recording and tracking
- Developing and maintaining the school suite of policies and procedures which includes using tracking software
- Compliance in all areas relating to the ISI inspection framework
- Facilities management which includes using tracking software. This includes fire safety, legionella, asbestos, site maintenance, fleet vehicle compliance
- Strong knowledge of current GDPR regulations
- Line management skills
- Educational Visits coordinator
- Working with the Headmaster on capital expenditure projects
- Assuming responsibility for contractors and overseeing projects

Health and Safety

- Comply with all Health and Safety procedures as required by the school
- This entails supporting the school's responsibilities under the Health and Safety Act, as laid out in the school's Health and Safety policy

Why Join Us?

- Supportive school environment with professional development opportunities.
- Opportunity to make a real difference in children's lives.

This job description is intended as a guide. It is not exhaustive nor is it intended to be overwhelming!

It may be that you have significant strength and experience in some of these duties and that other duties may be quite new to you.

Ideally, we are looking for an applicant willing to learn in the role and has a permanently positive attitude.



Person Specification: Compliance Manager

	ESSENTIAL These are qualities without which the applicant could not be appointed.	DESIRABLE These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Knowledge	• Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital tools.	• Familiarity with project management process and methodologies
Skills	• Excellent communication skills (both verbally and written) at all levels and the ability to develop good working relationships. • To be a positive role model for all staff and pupils and work in a positive manner with everyone in school. • Strong organisational skills with attention to detail. • Ability to work through issues to reach a positive and proactive resolution. • Ability to prioritise workload exercise judgements and meet deadlines. • Analytical and decision-making skills with a clear and logical approach to work. • To demonstrate logical thinking and swift problem solving.	• Ability to work with a degree of flexibility • Familiarity with technical platforms for tracking data
Experience	• Working independently and within a team, having a flexible and proactive approach • Preparing and presenting information for stakeholders • Experience of managing a diverse workload	• Experience of working in a school environment



Information for Applicants

Safeguarding: Brackenfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Compliance Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities: Brackenfield School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, experience) in selection and recruitment.



How To Apply

To arrange a visit before applying or a Zoom/phone call with the Headteacher/Nursery Manager, please email: office@brackenfieldschool.co.uk or call 01423 508558.

To apply for this role, please complete the application form, providing full details of your education and employment history, including any unpaid or voluntary work. We understand that sometimes people have gaps in employment, where there are gaps, please state the reasons (e.g. gap year, career break, unemployed, etc.). We require details of two referees, one of which must be your current or most recent employer. We will only contact your referees should your application be successful and the role has been offered and accepted. Please ensure that all sections of the application form are completed.

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Brackenfield School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.

Applying for the Role

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Interview & Selection Process

Candidates who meet the role requirements will be short listed - contacted either in writing or over the phone to arrange an initial conversation about the role and to establish your skills and knowledge against the requirements of this role. Specific questions will be asked to assess your suitability to work with children. Following this initial conversation, you may then be invited in for a face to face interview. When attending a face to face interview, please ensure that you bring along your birth certificate, Passport and proof of address for us to confirm your Identity. All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. If you are successful in your application, we will contact you to offer the role, once you have accepted this verbally, a formal offer letter will be sent out. Should you require any reasonable adjustments to be made as part of the recruitment process, please let us know.

Induction & Continuous Professional Development

The Headmaster and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the Headmaster will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in school and Trust training events and other relevant training offered through external providers where appropriate. Working towards further qualifications including national professional qualifications is encouraged.

Pre-employment Checks

We will contact both of your referees and must have satisfactory responses from both contacts prior to the commencement of employment. As part of our due diligence, we will conduct online barred list checks, a Disclosure and Barring Service check, as well as social media and internet checks. These checks must be satisfactory before commencement of employment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. Prior to commencing employment, the school is required to make a mandatory check on the Teaching Regulation Agency to ensure a teacher is not prohibited from teaching. Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

