

# Felpham Community College

## Compliance officer



<b>Post:</b>	Compliance Officer
<b>Line Manager (s):</b>	School Business Manager
<b>Salary:</b>	NJC Grade 6 / 18.5 hrs per week all year (26 days annual leave) or 22 hrs per week term time only.

### Purpose of the role:

- To contribute to the safety of staff, students and visitors by ensuring that the school complies with all health and safety legislation in accordance with the WSCC school self-assessment.
- Ensure that the school complies with data protection and other legislation that affects the school.
- To monitor the implementation and reporting of all external recommendations and actions that are required of the school.

### Main Duties & Responsibilities:

#### Health & Safety

- Ensure that the school's health and safety policy is reviewed by governors and updated on an annual basis and that the latest version and associated information is available to staff, students, parents and visitors.
- Ensure that governors receive regular reports on the health and safety status of the school.
- Implement and review a system that identifies and reviews health and safety training for staff and governors.
- Ensure that staff have received local health and safety induction training and keep records.
- Ensure that all staff have access to the West Sussex Services for Schools (or equivalent) and are informed of what information is available to them.
- Implement and review a system that ensures risk assessments have been completed and recorded for all significant hazards.
- Ensure that the school has a suitable fire risk assessment, fire safety policy, fire emergency plan and fire log book in place and that they are reviewed and updated on an annual basis.
- Ensure that a suitable emergency / business continuity plan is in place and reviewed on a regular basis.
- Assist the school's site and premises manager to maintain and update the asbestos register.
- Implement and review a system that ensures all premises and health and safety checks are carried out and results recorded.
- Implement and review a system that ensures all minibuses are driven by legally qualified and competent drivers.
- Implement and review a system to ensure that all DSE regulations are implemented.
- Implement and review a system that records all serious accidents, incidents and near misses and that these are reviewed.

## **Data protection**

- Ensure that all staff receive a local induction briefing regarding the requirements of and their responsibilities under the Data Protection Act 2018
- Maintain and keep up-to-date a comprehensive record of all personal information held by the school and organise and keep up-to-date a data protection impact assessment for each item / system.
- Review and update the school's data protection policy and privacy notices.
- Administer responses to data subject access requests and ensure that all statutory time scales are adhered to.

## **Other Legislation and External Recommendations**

- Implement and review a system that identifies all recommendations made by external bodies (e.g. DfE, OFSTED, WSCC, HSE etc.) and ensure that these are monitored on a regular basis and progress reported to the senior leadership team and full governing body.
- Provide support to ensure that the school complies with any other legislative duties and requirements.

## **Other Requirements**

- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- To ensure compliance of Data Protection at all times.
- To work effectively as a member of the school team responding to the needs of students on the basis of the school's policies and agreed practices.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

## Person Specification

Attributes	Essential	Desirable
<b>Skills required</b>	Excellent administrative and organisation skills. Excellent ICT skills and an ability / willingness to learn new systems. Ability to develop new ways of working and to think creatively. Proven management skills	First Aid qualification.
<b>Attitude &amp; Approach</b>	Professional appearance, conduct and demeanour. Able to take initiative and to develop a flexible approach. Excellent communication skills and the ability to handle confidential issues sensitively. Capacity to work as member of a team as well as to work independently. Professional manner. Enthusiastic. Reliable and hard working. Ability to motivate/negotiate. Tact, diplomacy and sensitivity. Calm manner. Possess common sense, have a practical and mature attitude. Experience of/enjoys working with young people. Proven record of attendance and punctuality.	Experience of working in a (secondary) school environment  Knowledge and experience of legislation affecting schools in particular health and safety at work and data protection.
<b>Qualifications</b>	English and maths at GCSE or equivalent qualification.	Current DBS Enhanced Disclosure.  Use of ICT in the work place