



BEECHWOOD SCHOOL

Job Description

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of Work:</p> <p>Remuneration:</p> <p>Job Summary:</p>	<p>Maintenance and Compliance Manager</p> <p>Monday to Friday, Full Time</p> <p>Commensurate with Experience</p> <p>This post will ensure that school is always compliant with relevant legislation and are operating at best practice</p>
<p>Main Responsibilities:</p>	<ul style="list-style-type: none"> • Have an oversight and maintain an up to date knowledge of regulatory compliance in all areas including, the Independent Schools Standards Regulations, National Minimum Standards for Boarding, Borders Agency Sponsorship, EYFS statutory framework, DfES Guidance etc. • Providing advice and guidance on data protection and management (including GDPR, Data Protection Officer) • Ensure all School policies and procedures remain fully compliant with all legislation and regulations • Ensuring documents required for ISI inspections are up to date • To ensure the senior team and staff are kept informed of all relevant changes in guidance and legislation in the following areas: <ul style="list-style-type: none"> - Independent Schools Inspectorate regulatory requirements - Health, safety, and welfare (e.g. medical provision, minibus and transport, Equality Act, Children & Families Act, including commercial lettings) - Premises (buildings and facilities, environmental health, food hygiene) - Student visas and Home Office immigration requirements - Data Protection (subject access requests, information technology, data controller, records management) - Management/operational (anti-bribery, licencing, copyright, parent contracts) - Trips (e.g. ensuring all trips are compliant) • Identifying potential areas of compliance vulnerability and risk; develop action plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future; conduct internal audits of processes and procedures • Review Single Central Register monthly, ensuring that it is updated and compliant

	<ul style="list-style-type: none"> • To be responsible for the effective and efficient management of all Health and Safety, Fire Safety and Transport Safety Matters. Including policy implementation, monitoring and inspection, risk assessment, investigation, and delivery of training • Deal with staff at all levels across the school effectively to raise the profile of Health and Safety and promote a safety conscious culture • To ensure the appropriate Risk Assessments are carried out across the school and to advice staff of their responsibility. Ensure regular reviews as required • Management of the maintenance staff. Ensuring that the school environment is safe, clean, properly lit and heated to facilitate the effective teaching of pupils and its full use by the staff and pupils who use it • Promote and participate in achieving the most efficient and economic use of the school premises, facilities, equipment, and materials • Undertake regular security checks and identify security risks • Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, and confidentiality, reporting all concerns to an appropriate person
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Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	Degree level or relevant qualification Health and Safety qualification	Significant experience in managing regulatory compliance within Independent Schools	Production of the applicant's certificates Application Form
Experience/ Knowledge	Experience of developing and delivering Policies and Procedures Stakeholder management skills; able to influence and discuss serious scenarios with senior colleagues Critical thinking skills, independently minded and creative Knowledge of risk management, health and safety and internal audit experience	Experience in education and working in large schools Experience of working with senior colleagues and other stakeholders	Application Form Interview Professional References

<p>Skills:</p>	<p>To have excellent interpersonal and communication skills</p> <p>To be able to work with a high level of initiative</p> <p>To cope well under pressure and have good time management skills</p> <p>The ability to interpret legislation and other laid down procedures and to be able to translate this information to non-specialists</p> <p>Excellent project management skills</p> <p>Proficient in the use of IT Systems including Microsoft Office packages</p>	<p>Previous administration experience within the Educational Sector</p> <p>An understanding of educational legislation</p>	<p>Application Form</p> <p>Interview</p> <p>Professional References</p>
<p>Communication</p>	<p>Ability to communicate effectively, both verbally, and in writing, adapting the style to suit the audience</p> <p>Ability to maintain confidentiality</p> <p>Team player with superb collaboration and communication skills</p> <p>Ability to manage a team of people and communicate what is expected of them effectively</p>		<p>Interview</p> <p>Professional References</p>
<p>Personal competencies and qualities:</p>	<p>The ability to multi-task within a complex and demanding environment</p> <p>The ability to build and maintain highly effective working relationships</p> <p>Strong attention to detail, and excellent time management skills</p> <p>Enthusiastic, diplomatic, and calm under pressure</p> <p>Able to work independently with initiative but also as a flexible team player</p>		<p>Application Form</p> <p>Interview</p> <p>Professional References</p>