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| **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.** | | | | |
| **Post title:**  **Hours of Work:**  **Remuneration:**  **Job Summary:** | | Maintenance and Compliance Officer  Monday to Friday, Full Time  Commensurate with Experience  This is a newly created post with the aim of ensuring the school is always compliant with relevant legislation and are operating at best practice | | |
| **Main Responsibilities:** | | * Have an oversite 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: * 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 * 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 | | |
| **Person Specification**  **We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **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 |
| **Skills:** | To have excellent interpersonal and communication skills  To be able to work with a high level of initiative  To cope well under pressure and have good time management skills  The ability to interpret legislation and other laid down procedures and to be able to translate this information to non-specialists  Excellent project management skills  Proficient in the use of IT Systems including Microsoft Office packages | | Previous administration experience within the Educational Sector  An understanding of educational legislation | Application Form  Interview  Professional References |
| **Communication** | Ability to communicate effectively, both verbally, and in writing, adapting the style to suit the audience  Ability to maintain confidentiality  Team player with superb collaboration and communication skills  Ability to manage a team of people and communicate what is expected of them effectively | |  | Interview  Professional References |
| **Personal competencies and qualities:** | The ability to multi-task within a complex and demanding environment  The ability to build and maintain highly effective working relationships  Strong attention to detail, and excellent time management skills  Enthusiastic, diplomatic, and calm under pressure  Able to work independently with initiative but also as a flexible team player | |  | Application Form  Interview  Professional References |