



## **Saint Felix School** **Job Description – Compliance Officer**

*Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs*

### **Role Purpose**

To provide best practice operational HR and Statutory Compliance management. To ensure the highest levels of integrity and confidentiality at all times.

- All legal and compliance aspects of the School are appropriately structured and discharged including policies, procedures and practices being regularly updated to maintain compliance
- Staff are fully aware of HR and Compliance requirements

### **Line Management**

**Reports to:** The Bursar and in his absence, the Finance Manager

**Key Interfaces:** Headmaster, Deputy Head, SENCO and DSL, Safety Officer, Teaching Department Heads, IT Manager, Head of Estates, Medical staff, Catering Manager, Domestic Services Manager

**Staff Reports:** Nil

### **Duties and Responsibilities**

#### **HR**

##### **Employee Relations**

- Administer disciplinary and grievance investigations as appropriate, liaising with the Bursar and external legal advisors
- Provide basic employment advice and practical support to senior managers as required
- Assist the Finance Manager in the monthly payroll preparation and administration as required
- Update the Employee Handbook annually and as required

##### **Performance Management**

- Advise on the correct procedures to be followed in managing staff performance including capability, absence and sickness
- In conjunction with the Bursar, DSL and Safety Officer develop, manage and implement the school's staff induction, training and development policy
- Ensure the effective induction of all new staff
- Assist with Inset planning and delivering/participating in programmes as requested
- Ensure all staff (and volunteers and contractors where necessary) receive up to date child protection and safeguarding training

## **Employment Legislation**

- Keep up to date with changes in HR legislation, guidance and good practice and advise accordingly, taking advice from professional networks and the school's employment lawyer as appropriate
- Ensure compliance with HR legislation, guidance and good practice, Independent Schools Inspectorate requirements and the school's HR policies

## **HR Processes and Information Systems**

- Manage and maintain the Single Central Register (SCR) and HR Management Information system at the school, ensuring accurate record keeping and compliance
- Develop and produce statistical reports on staffing e.g. costs, turnover etc. as requested by the Bursar or Head
- Maintain staff personnel records securely and in accordance with School's and statutory requirements
- Provide support to staff as may be required, e.g. employment confirmations etc.

## **Recruitment and Selection**

- Manage and administer the recruitment of all staff (drafting job descriptions, placing adverts, managing applicants, coordinating shortlisting and interview arrangements and dealing with enquiries in line with Safer Recruitment guidelines and the School's Recruitment Policy)
- Maintain an oversight of supply agencies and liaise with all parts of the School to ensure that any supply staff are appropriately vetted before starting and recorded on the Central Register
- Undertake all supporting administration including all vetting and pre-employment checks in line with Safer Recruitment guidelines including references Barred list checks, Prohibition checks, medicals, referencing etc. for all Schools staff, contractors and volunteers as required
- Preparing appointment letters and contracts
- Monitor changes to Keeping Children Safe in Education, to ensure the School is compliant with all requirements regarding recruitment and the appointment of staff, contractors and volunteers

## **Communication**

- In conjunction with the Bursar, ensure effective communication with all staff on relevant HR matters
- Attend and minute related meetings as required
- Inform DSL, Medical Centre, IT Manager and Safety Officer of all new staff starters to enable appropriate induction courses to be booked
- Inform IT Manager when staff depart to ensure all emails, distribution lists and so on are amended

## **Safeguarding**

- To be responsible for maintenance of the Single Central Register
- To be responsible for all staff safeguarding and pre-employment checks
- To administer documentation and safeguarding vetting checks required for Staff, Agencies and Volunteers, and ensure that information is recorded, filed, and kept up to date

## **Compliance**

### **Compliance**

- 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.
- Advise and, if required, develop practices to ensure these guidelines and legislation are met. Monitor these practices and maintain all records to certify compliance

## **Policies**

- To initiate, develop, maintain and review the School's policies on an annual or an as required basis. Ensuring statutory policies are in place and up to date at all times
- Ensure all School policies and procedures remain fully compliant with all legislation and regulations
- Working alongside the Senior Leadership Team maintain the process for ensuring that all policies are reviewed on an annual basis by the appropriate staff and that any changes are put into practice
- Maintain the register of all policies, including reviewing timescales and accountabilities and a log of evidence that the policies are followed in practice

## **Training**

- 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, minibuses and transport, Equality Act, Children & Families Act, including commercial lettings)
  - Premises (buildings and facilities, environmental health, food hygiene)
  - HR and Finance (recruitment, employment, employment taxes, pensions, VAT)
  - 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)
  - Governance (Charity Commission, Companies Act)

## **Inspection**

- To act as the custodian for all inspection documentation as set out in the ISI's 'Documentation Required for Inspections'
  - Documentation required for all Inspections
  - Documentation required for Regulatory Compliance Inspections
  - Documentation required for Educational Quality Inspections
- When an inspection is called to email all required documentation to the Reporting Inspector and to make available required documentation when the inspectors arrive on site
- To undertake all administration for an inspection in liaison with the Deputy Head

## **General**

- Carry out other projects as required by the Bursar
- Contribute to the overall development of Saint Felix School strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time
- Build and maintain good working relationships with all colleagues
- Assist as necessary in other areas at peak times
- Work at all times towards the school's aims and goals and any individual objectives and targets you may have agreed
- Pro-actively to identify areas for improvements
- Act in accordance with Data Protection principles at all times
- Adhere at all times to School's Operational and Employment policies and procedures
- Take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

## Person Specification

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	A levels	Degree level or relevant qualification  CIPD qualification	Application
<b>Knowledge</b>	Knowledge of independent school inspection regime and requirements  Knowledge of relevant areas of legislation e.g. Health and safety		Application Interview
<b>Skills and knowledge</b>	Excellent writing skills  The ability to inspire and create innovative products to achieve the stated goals  The ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non- specialists  Experience of managing data on an MIS  Excellent project management skills  Proficient in the use of IT Systems including Microsoft Office packages  Excellent verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds	Experience of working in small teams	Application Interview
<b>Attributes</b>	Confidentiality and empathy is crucial  The ability to multi-task in a complex and demanding environment  The ability to build and maintain highly effective working relationships with a range of people (both internally and externally)		Application Interview

	<p>Strong attention to detail, and excellent time management skills</p> <p>A commitment to team-work and working in a collegiate manner</p> <p>Enthusiastic, diplomatic and calm under pressure</p> <p>Able to work independently with initiative but also as a flexible team player</p>		
<b>Other</b>	<p>There is an expectation that there will be occasional out of hours travel and attendance at external/internal events</p>		