



Saint Felix School

Job Description – Compliance Manager (part time or full time)

Saint Felix School, Southwold has been providing educational excellence for almost 125 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this co-educational independent school caters for boarders and day pupils from the ages of 2 to 18 including international students from around the world.

There are approximately 320 pupils with roughly 80 in our three Boarding Houses.

Academic excellence is central to life at Saint Felix School and we encourage all pupils to aspire to the highest possible standards and to exceed their expectations. Our success is demonstrated by impressive examination results at GCSE and A Level. The vast majority of our leavers go on to Higher Education.

The Compliance Officer is responsible to the Headmaster. This is a newly created post and the aim is to ensure the School is compliant with relevant legislation at all times and is operating using best practice.

Saint Felix is part of the Inspired Learning Group (ILG) and the role is to provide compliance and HR expertise in a range of areas at the school and in liaison with Head Office.

Role Purpose

To closely support the Head in leading on ensuring that:

- 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 compliance requirements
- Confidentiality, discretion and empathy are critical for this role
- Custodian of all inspection documentation, including policies

Line Management

Reports to: Headmaster

Key Interfaces: Deputy Head, Head of Prep, Head of Pre-Prep, Head of Boarding, Estates, part-time H&S Officer and Domestic Services Manager

Staff Reports: None

Duties and Responsibilities

Compliance and H&S

- Responsible for ensuring the school complies with all regulatory requirements and internal policies
- Act as the first point of contact for required legal advice in support of the Headmaster, working with the school's insurers and lawyers, as required

- To initiate, develop, maintain and review the School's policies. Ensure statutory policies are in place and up to date
- To ensure the senior team and other departments 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 (recruitment and employment)
 - 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)
- Custodian of all inspection documentation, including school policies – school should be inspection-ready at all times
- Chair termly H&S meeting, writing the minutes and liaising with Head Office regarding any issues
- To ensure that appropriate risk assessments are carried out across the Schools and to advise staff with risk assessment responsibilities. Maintain a central register of risk assessments and ensure regular review as required
- To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.
- Act as the Data Compliance Officer – responsible for the Data Protection Policy, Privacy Notices and dealing with any data breaches or Subject Access Requests
- Responsible for risk management, including estate-related disaster and business continuity planning (for example: services, buildings, site security)
- To identify 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

HR

- Responsible for all HR, supported by the HR/Compliance Assistant
- Support the administration of disciplinary and grievance investigations as appropriate, liaising with the Head and external advisors
- As required, to reach-back to ILG Head Office for HR advice and support
- Responsible for the Recruitment Policy and ensuring all new employees are recruited in accordance with current statutory directives
- Provide basic employment advice and practical support to senior managers as required
- Manage and maintain the Single Central Register (SCR) and maintain staff personnel records securely and in accordance with School's and statutory requirements
- Update the Employee Handbook annually and as required

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
 - all school safeguarding related policies and regulatory requirements;
 - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and

personal and professional conduct

- To ensure any safety regulations are observed
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- 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

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (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.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications	A Levels	Degree level or relevant qualification IOSH Managing Safely CIPD qualification	Application
Knowledge	Knowledge of independent school inspection regime and requirements Knowledge of relevant areas of legislation e.g. Health and safety		Application Interview
Skills and knowledge	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
Attributes	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) Strong attention to detail, and excellent time management skills		Application Interview

	<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>		
Other	<p>There is an expectation that there will be occasional out of hours travel and attendance at external/internal events</p>		