

JOB DESCRIPTION

COMPLIANCE MANAGER

Reports to:	Director of Finance & Corporate Services, DFCS
Responsible to:	Bursar
Contract:	Permanent, full-time
Salary:	Currently £50,000 per annum. Salaries are reviewed annually by the School with any increases effective from 1st September.
Contracted hours:	37.5 hours per week. A flexible attitude is required regarding hours of work, to meet the demands of the role. This is an all-year round appointment.

1. Role Purpose

The Compliance Manager is responsible for ensuring that processes, practices and policies are implemented and maintained in order that all aspects of regulatory compliance are addressed. The Compliance Manager will have an understanding of the Independent School's Inspectorate regulatory requirements, National Minimum Standards for Boarding, current UK Health, Environment and Safety and Fire Safety legislation and Data Protection legislation (UK GDPR).

The Compliance Manager will be responsible for developing and promoting a positive health and safety culture over the entire School campus. They will oversee the School's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the School, including policy implementation, monitoring and inspection, risk assessment and delivery of training.

The Compliance Manager will be the primary contact for the external DPO (Data Protection Officer) service and as such will be responsible for monitoring data protection compliance, and supporting the external DPO to advise the School community on data protection issues. They will act as intermediary between data subjects, the School and the Information Commissioner's Office (ICO).

As such, experience of managing and advising wider school regulatory compliance matters, strong leadership skills, and a relevant Health and Safety qualification are essential.

2. Principal Accountabilities

Health & Safety

- To develop, review, evaluate, implement and manage the School's H&S policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.

- To ensure that the School has a robust and compliant approach to all H&S matters, with safe systems and processes in operation in accordance with risk control hierarchy methods.
- To ensure that H&S policies are adhered to across the School through regular audit, inspection and other monitoring methods.
- To ensure that appropriate risk assessments are carried out across the School; to advise staff with risk assessment responsibilities and ensure that a central register of risk assessments is maintained and regularly reviewed.
- To devise and deliver H&S training for staff and pupils appropriate to the role, in a timely manner, and maintain adequate training records. Coordinate, procure and manage specialist external training where required.
- To investigate and record incidents, accidents and near-misses, and report as appropriate, for example file RIDDOR reports.
- To deliver H&S initiatives to staff as requested and when required.
- To provide H&S advice and guidance to staff and other users of the School, for example contractors, visitors, parents and pupils.
- To oversee regular or ad hoc projects and events at the School that present higher risk to pupils and staff, e.g. school performances, trips and external hires, and to work closely and collaboratively with staff overseeing such events.
- To manage the H&S budget as delegated.
- To regularly update and review H&S matters, plans and policies with the DFCS and Estates Bursar.
- To chair Health & Safety Committee meetings, issue reports and plan responses and to attend other meetings relating to any H&S issue when required.
- To be responsible for preparing and/or overseeing fire risk assessments.
- To receive and manage external inspections from statutory bodies, including ISI, HSE and Fire service.

Estates

- To assist the Estates Bursar with:
 - H&S issues relating to the School's capital development projects, repairs and annual maintenance programme to ensure compliance by staff and external contractors.
 - the preparation and oversight of project RAMs, F10 submission and CDM compliance on projects and other internal activities when required.
 - H&S role in relation to installation and maintenance tasks such as fire extinguishers, Legionella prevention, emergency lighting testing, gas testing, asbestos registers and other testing and surveys as required.

Data Protection

- To be primary point of contact to the external DPO and manage this relationship on a day-to-day basis.
- To support the DPO to develop, implement, review and challenge the School's data protection policies and processes so the School is compliant with the requirements of the latest legislation. This will include, but is not limited to,
 - Undertake data protection audits and data health checks, and address issues highlighted to ensure compliance;
 - Checking compliance, providing guidance and issuing recommendations;
 - Provide reports and analytics to the School's Senior Management Team as required;

- Support the review of agreements and contracts, including data processing agreements with current and future data processors and maintain a data asset register;
- Consult on the set-up of new data collection processes;
- Develop and lead the data breach response and notification procedures;
- Advise and monitor consent and permissions process for data collection and sharing;
- Maintain the School's registration with the data protection authorities and be the main point of contact with the Information Commissioner's Office (ICO).
- To manage the process relating to Data Subject Access Requests and requests from third parties within legal timeframes.
- To manage a programme of staff awareness and support a culture of data protection. Advising staff of their legal obligations, delivering appropriate staff data protection training for new and current staff, and maintaining support and advice on the School's intranet.
- To provide support for data retention and the School's archive.
- To support the Bursar who has the overall responsibility for Data Protection within the School, and SMT as required.
- To attend and contribute to the School's IT Steering Committee to address data and privacy related concerns.
- To maintain and support the Data Protection Module and audit access logs on the School MIS.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date issued. It will be reviewed from time by the DFCS to ensure that it remains current and the School reserves the right to make reasonable changes.

Key Performance Measures

- The School's compliance with the GDPR
- Any Data Subject Access Requests are carried out within legal timeframes
- H&S and data audits are carried out within agreed timeframes
- H&S compliance data and records

3. Knowledge, Skills, Experience and Personal Attributes

Qualifications

NEBOSH Certificate	Essential
NEBOSH Diploma or NVQ level 5 or 6 (or working towards)	Desirable
First Aid at Work Certificate	Essential
A degree (or equivalent) in English law or another recognised legal qualification	Desirable
Specialist Certificate in Data Protection	Desirable

Knowledge and understanding

Extensive practical understanding of health and safety legislation (e.g. RIDDOR, COSHH, manual handling, working at height etc.)	Essential
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A comprehensive knowledge and understanding of all aspects of health, safety, compliance and risk management	Essential
Experience of implementing the requirements of the data protection legislation (GDPR policies, DPA) and procedures	Essential
Knowledge of Data Protection and compliance management and ICO guidance	Essential
Knowledge of performing audits in accordance with requirements set by standards, looking for continuous improvement opportunities	Desirable
Practical knowledge of data breach incident management processes and best practices	Desirable

Skills

Ability to work accurately with attention to detail, as part of a team on independently	Essential
Ability to coach and mentor stakeholders to bring about cultural change	Essential
Excellent organisational skills	Essential
Strong listening and analytical skills, able to absorb and interpret complex information	Essential
Ability to prioritise work and use own initiative to complete tasks on time	Essential
Exceptional communications skills and the ability to work with a wider range of people	Essential

Experience

Recent proven experience of working in a Health and Safety role at a similar level and bringing about cultural change within an organisation	Essential
Experience of advising a wide range of stakeholders on data protection issues	Desirable
Experience of dealing with sensitive and confidential information	Essential
Proven ability to provide practical, outcome-focused advice and support	Essential
Experience in planning effective policies and procedures and implementing them successfully	Essential
Experience working in Education sector	Desirable
Experience organising and delivering staff training	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development (CPD) for self and others	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Willingness to develop and learn in the role	Essential
Ability to work on your own initiative	Essential
Ability to handle confidential information	Essential
Ethical, with the ability to remain impartial and report all non-compliance	Essential
Adaptable and determined	Essential
Enthusiastic, innovative and forward-looking	Essential

4. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality

must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

5. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

6. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

7. Holiday

Annual holiday entitlement is 25 days per year plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Director of Finance and Corporate Services, should be taken during the School's holiday periods. As the School closed completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

8. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate ('You')	Employer contribution rate (St Edward's School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

9. Probationary period

The appointment is subject to a probationary period of six months.

10. Organisation Chart

