

Job Description

Post Details	Last Updated: November 2023
Job title	Compliance Administrator
Department	Central Team
Grade	S5
Place of work	Learning Partners Academy Trust central team offices in Guildford
Responsible to	Head of Governance and Estates
Responsible for	Operational & compliance administration
Internal communication	Trustees, governors, headteachers, school business managers, premises managers, caretakers, trust central team
External communication	Key suppliers/service providers

A. Job Purpose Statement

The Compliance Administrator will help Learning Partners become a 'leading trust where children thrive' by:

- Providing a coherent and standardised reporting of data and information across the schools, business units and central team functions.
- Supporting the Head of Operations in making statutory returns to central government, the local authority and other external organisations.
- Provide admin support to the governance and estates team.

The post-holder will deliver these responsibilities with regard to the ethos and values of the Trust, in particular balancing the need for consistency across the Trust with the need for local variation in some schools.

The post-holder will support the trust's strategy for partnerships and growth, assisting joint projects and supporting the on-boarding of new schools. The post-holder will develop strong working relationship with all stakeholders, including and not limited to Head teachers, School Business Managers and external providers.

B. Key Responsibility Areas:

Data and Information Coordination:

The Compliance Administrator is responsible for

- Managing information flows for the trust by ensuring that schools are aware of data requests and that data is provided in the required timeframe.

- Supporting schools in using trust systems to provide data and information, answering questions and providing simple training and guidance.

Compliance

The Compliance Administrator is responsible for:

- Ensuring the trust completes all statutory returns on schedule.
- Ensuring the trust's websites are up-to-date and meet required standards.
- Supporting the administration of EVERY compliance software system.
- Supporting the Head of Operations in obtaining compliance information from schools.

Administration

The Compliance Administrator will provide admin support to the governance and estates team operational change projects across the trust.

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Data and Information Coordination

- Work with schools and central team to coordinate the gathering and disseminations of information related in areas such as:
 - Land and buildings collection, School condition allocation
 - Pupil census, admissions and exclusions
 - H&S reporting
 - Data protection reporting
 - Safeguarding reporting
 - Equalities reporting
 - Compliance for motor vehicles, housing
- Develop current trust systems through the development of Office 365 reporting mechanisms (Forms, EXCEL, Word, SharePoint, etc.).

Compliance:

- Ensuring the trust completes all statutory returns on schedule through the:
- Development of a schedule of statutory returns
- Ensure central team and schools are completing returns.
- Devise templates, systems or processes to assist teams in providing information.
- Collate all evidence associated with returns.
- Report on these returns
- Ensuring the trust and school websites are all up-to-date.
- Supporting the administration of EVERY compliance software system. Implement the role out of future modules of the system.

Administration

- Support the governance and estates team by providing administrative support where required.
- Support operational change across the trust, working closely with other members of the central team as well as colleagues in schools with specific projects.

D. Expectations

All Staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.

- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.
- This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential /Desirable
Education & Qualifications	• Degree or equivalent professional qualification, or significant managerial experience.	D
	• Extensive experience employed in a compliance related role.	D
	• Proven experience of working in a team to serve multiple customer types.	E
	• Proven experience in managing projects/ specification of services	D
	• Awareness of safeguarding obligations.	E
Knowledge/ experience	• Knowledge in one or more areas of the key compliance areas: Safeguarding, Health and Safety; Data Protection; Motor Vehicles; Equalities; HR; Finance.	D
	• Knowledge of educational legislation, guidance and legal requirements.	D

Skills/abilities	<ul style="list-style-type: none"> Ability to work effectively as part of a multi-functional operational team as well as lead and motivate own estates team. 	E
	<ul style="list-style-type: none"> Excellent oral, written communication, negotiation and influencing skills. 	E
	<ul style="list-style-type: none"> High level of skills and accuracy in Word, Excel, PowerPoint. 	E
	<ul style="list-style-type: none"> Ability to formulate ideas and solutions, present them effectively and exceed expectations. 	E
	<ul style="list-style-type: none"> Strong customer focus 	E
	<ul style="list-style-type: none"> Ability to evaluate and meet changing priorities, responding flexibly and working well under pressure. 	E
	<ul style="list-style-type: none"> Full UK driving licence – to enable movement between sites for meetings. 	E
	<ul style="list-style-type: none"> Aptitude to learn new skills. 	E
Aptitudes/ Personal qualities	<ul style="list-style-type: none"> Personal presence, confidence, patience, sensitivity and maturity of approach. 	E
	<ul style="list-style-type: none"> A professional approach, coupled with tact and diplomacy. 	E

Signed: _____

Date: _____