

Job Description

| Post Details | Last Updated: November 2023 |
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| Job title | Compliance Manager |
| Department | Central Team |
| Grade | S8 |
| Place of work | Learning Partners Academy Trust central team offices in Guildford |
| Responsible to | Head of Governance and Estates |
| Responsible for | Compliance Administrator |
| Internal communication | Trustees, governors, headteachers, school business managers, trust central team |
| External communication | Parents, regulatory bodies (eg ICO) |

A. Job Purpose Statement

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

- Implementing and overseeing 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.
- Understanding and mitigating compliance risks to the trust

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:

The Compliance Manager is responsible for coordinating compliance activities across the trust, working the Compliance Administrator and the teams in our 14 schools to collate compliance data, report in coherent form, identify significant risks and mitigate as appropriate (escalating to the Head of Governance and Estates where necessary).

Specifically, this will include:

- Management and tracking and reporting of compliance activities
- Working with the Clerk to Trustees to oversee and maintain the trust policies
- Support the management of the trust complaints process, acting as a point of escalation and providing advice to schools, governors and trustees
- Arranging / conducting internal audit activities to assess compliance levels
- Working with individual schools to investigate and address compliance issues as necessary and agreed with the Head of Governance and Estates

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.

Compliance Management

- Oversee management, tracking and reporting of compliance areas including:
 - Data Protection / Freedom of Information
 - Vehicles (eg minibuses)
 - Residential property (eg caretaker houses)
 - Equalities
 - Websites
- Ensuring the trust completes all statutory returns on schedule
- Collate school compliance reporting into a quarterly compliance report for trustees, highlighting matters of significant or concern.
- Take ownership of trust risk registers, working with team leaders to assess risks within their areas
- Supporting the development of the trust's use of the EVERY compliance software system.
- Provide advice to schools on compliance requirements
- Arrange / conduct internal audit activities as agreed with the Head of Governance and Estates
- Work with individual schools as necessary to address significant non-compliance as agreed with the Head of Governance and Estates

Policies

- Work with the Clerk to Trustees to oversee the trust's policy schedule
- Take ownership of relevant trust policies, ensuring these are fit for purpose and implemented effectively
- Provide compliant templates for policies determined at school level

Complaints

- Support that management of the trust complaints process, working with the Clerk to Trustees to ensure that complaints are handled sensitively and effectively
- Provide advice to school leaders, governors and trustees on handling specific complaints
- Act as a point of escalation for complainants, working sensitively to ensure that complaints are resolved promptly and satisfactorily.

The nature of this role is varied – the post holder may be required to undertake other activities that are reasonably commensurate with the nature and seniority of this role.

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 |

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| 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: _____