

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Operations, Compliance & Health and Safety Officer
Salary:	Salary: £34,603 (FTE) 30 hours a week (9am-3pm) Term Time only plus 12 days throughout the school holidays
Base:	Nancealverne School, Penzance

Main Purpose of Job:
<ul style="list-style-type: none"> • To support the effective implementation of Health & Safety, compliance and governance processes across three school sites, ensuring adherence to statutory requirements, Trust policies and best practice. • To assist in maintaining school-based policies, ensuring they are regularly reviewed, updated and approved in line with governance requirements set by the Headteacher and Local Governing Body (LGB). • To coordinate governance activity across the school, acting as the key liaison between the school and the governing body, including oversight of reporting, documentation and the organisation of governor visits, reports and statutory compliance. • To support the Designated Safeguarding Lead (DSL) in safeguarding and child protection processes, ensuring consistent and accurate implementation of procedures. Including reporting and staff training. • To provide operational and administrative support across the school, under the direction of the Senior Leadership Team, contributing to the effective day-to-day management of systems, resources and facilities to support staff, pupils and the wider school community. • To ensure that operational practices across all sites are efficient, compliant, and aligned with safeguarding, health and safety, and organisational/Trust policies.

Main Duties and Responsibilities:
<p>Health & Safety Compliance Support</p> <ul style="list-style-type: none"> • Support the implementation of Health & Safety procedures across the school, liaising with Health & Safety teams regarding investigations, remedial actions and HSE reporting where required. • Support and assist in coordinating external audits and monitoring follow up actions, ensuring compliance requirements are met. • Manage and update the AssessNET system, including risk assessments, incident reporting and compliance. • Support the maintenance of the staff training matrix, ensuring all staff training is accurate and up to date in-line with statutory and Trust requirements.

Deputy Designated Safeguarding Lead (DDSL) Support

- Support the DSL in maintaining high standards of safeguarding and child protection across the school
- To support the oversight of the CPOMS reporting system, ensuring appropriate actions are identified and implemented, with accurate, timely record-keeping in line with safeguarding requirements.
- Respond to safeguarding concerns, make referrals, and maintain accurate records in line with KCSIE requirements.
- Contribute to the development and delivery of safeguarding training, ensuring staff awareness and compliance with statutory guidance (KCSIE).
- Liaise with parents/carers, class teachers, support staff, therapy team, external safeguarding agencies, Local Authority officers, CAMHS, Early Help Hub, MARU, Virtual School, Governors, and the wider Special Partnership Trust personnel as required.
- Attend all safeguarding meetings where appropriate.
- Support staff with system navigation, accurate and timely recording and reporting

Governance & Policy Co-ordination

- Provide administrative support for governance processes across the school, acting as the main point of contact for the Local Governing Body (LGB).
- Prepare and collate reports and documentation for governing body meetings.
- Coordinate governor visits, ensuring appropriate documentation, scheduling and follow-up actions are completed.
- Support the maintenance and tracking of school policies, ensuring they are reviewed, updated and approved in line with statutory and Trust requirements.
- Ensure policy documentation is accessible, accurate and reflects current legislation and guidance.

Parental and External Communications

- Act as an additional point of contact for parents and external stakeholders as part of the pastoral team alongside the Family Liaison Team.
- Manage informal complaint resolution, ensuring concerns are addressed promptly and appropriately, facilitating positive communication and resolving concerns.
- Promote positive relationships between the school and its community
- Provide guidance and clarity to families on school procedures, policies, and safeguarding practices.

Website Upkeep

- Maintain and update the school websites to ensure compliance and accuracy.
- Work with staff to ensure accurate and current information is displayed
- Support external communications to parents/carers and wider community including events.

HR Support

- Assist with recruitment, onboarding, and HR processes/administration when required.
- Provide general HR support to school leaders and staff as required.
- Support compliance with safer recruitment and HR policies.
- Support with HR meetings when required including leading absence management meetings, probation and return to work meetings.

Operational Support

- Support the Headteacher and Senior Leadership Team with day-to-day school operations.
- Provide administrative support under the direction of the administrative manager, and contribute to the smooth running of the school.
- Collaborate with leadership and pastoral teams to ensure smooth school routines and processes.
- Contribute to risk assessments and operational compliance activities across the school.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to always have a clear sight of how this role impacts on the Schools's and the Trust's pupils.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties, appropriate to the post as required.

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	<p>Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.</p> <p>Further education in Education, Health, Social Care, Law or related field.</p>	A further qualification at Certificate or Diploma level	Application
Skills and Experience	<p>Relevant experience of work with families, including parents, pupils and other professionals and agencies</p> <p>Exceptional interpersonal skills, communication skills and a commitment to team working</p> <p>Ability to organise and run positive meetings between parents and pupils</p> <p>Ability to work in a collaborative way to manage the diverse needs of pupils and families</p> <p>An understanding of the needs of children and young people, particularly those with complex emotional, social, mental health, medical needs and behavioural difficulties</p> <p>Skills in mediation, negotiation and problem solving</p> <p>Confident and able to be assertive when necessary</p>		Application/ Interview

	<p>Ability to manage sensitive situations with discretion and professionalism</p> <p>Good IT skills, including website management and school information systems</p> <p>Organisational and time management skills, with the ability to prioritise effectively</p>		
Specialist Knowledge and Skills	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>A good understanding of child development in particular special educational needs and disability.</p>	<p>Knowledge of inter-agency provision which support schools and families</p> <p>Ability to work to increase the protective factors in the school culture to prevent adverse childhood experiences from becoming mental and physical health problems.</p> <p>Knowledge of CPOMS reporting</p> <p>Knowledge of ARBOR management information system</p>	Application/ Interview
Behaviours and Values	<p>An understanding of how to support and work effectively with parents.</p> <p>Able to work in non-judgemental way</p> <p>High level of integrity and trustworthiness</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Ability to work under pressure and maintain confidentiality</p> <p>Positive, proactive, and solution-focused approach</p> <p>Commitment to equality, diversity, and inclusion</p>		Application/ Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing