Thomas's

Group Compliance Manager

TO START AS SOON AS POSSIBLE
FULL-TIME, ALL-YEAR ROUND

Closing date: Monday, 7 December 2026

Applications will be considered upon receipt, so an early application is encouraged



Vision

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of three and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

OUR VISION

Our vision is that every Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

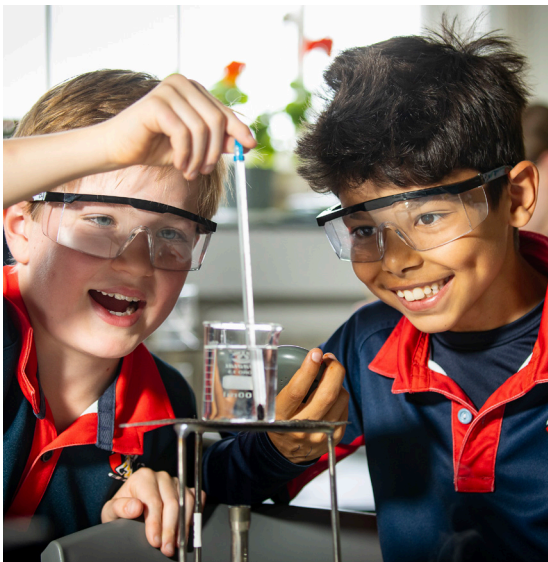
Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes and build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

We are now looking for a Group Compliance Manager to oversee and coordinate compliance, governance and regulatory assurance across Thomas's London Day Schools.

The Group Compliance Manager is pivotal to ensuring that all Schools and the wider Group meet their statutory and legislative obligations. The role will provide support and guidance on policies, procedures and compliance systems to the School Heads and central team, maintaining and developing these where necessary.

The successful candidate will also support with regulatory compliance, safeguarding assurance, data protection, risk management and inspection readiness, promoting a consistent and proactive approach across the Group to protect pupils, staff and the organisation.

REPORTING TO: Chief Operating Officer

KEY RESPONSIBILITIES

Regulatory Requirements:

- Ensure that the school remains up to date with appropriate regulations:

  These include, but are not limited to:

  - The Education (Independent Schools Standards) Regulations
  - Independent Schools Inspectorate (and Ofsted for Kindergarten)
  - Keeping Children Safe in Education (KCSIE)
  - EYFS statutory framework and wider legislation
  - General Data Protection Regulations (GDPR)
  - Educational visits (including overseas travel)
- Provide advice and guidance to policy holders on any legislative changes not limited to the regulations above.
- Advise and, if required, develop practices to ensure these guidelines and legislation are met and records certifying compliance are maintained.
- In conjunction with the School's Leadership Teams, and working closely with the individual School Heads, ensure that each School is compliant with the Independent School Standards Regulations and monitor significant changes to the regulations
- Ensure that nominated ISI Policies are valid and in date and where necessary, accessible to inspecting bodies.



Policies & Procedures:

- Act as custodian of all school policies, working with policy owners and other key stakeholders to ensure they are regularly maintained, updated and reviewed by relevant parties when due.
- Project manage the drafting and implementation of new policies as required.
- Record and monitor renewal dates for all School wide policies.
- Review and update all school wide policies that require ISI compliance
- Ensure there is a robust compliance control system in place to accurately record policy amendments, version control, policy approval, scheduling of policy updates and the maintenance of a policy archive.
- Ensure that the required up to date policies are provided on the School's website and intranet.

Safeguarding:

- Provide advice to the DSLs and Heads on safeguarding matters, seeking legal advice and escalating to the nominated Safeguarding Governor when appropriate
- Liaise with DSLs to ensure annual safeguarding audits are completed (including bi-annual external audits)
- Coordination of termly and annual school safeguarding reports
- To work with key stakeholders to ensure that all safeguarding policies are regularly maintained and updated and reviewed by relevant parties when due.
- Ensure that the required up to date safeguarding policies are provided on the School's website and intranet.
- To work with DSLs and Heads to project manage the drafting and implementation of new safeguarding policies as required.
- Arranging twice termly cross schools safeguarding meetings, circulating agenda and papers, minuting and circulating minutes.

Data Protection:

- TLDS' nominated Data Protection Officer
- To be the first point of contact for the Information Commissioner and for those whose data is processed.
- Ensure that TLDS' notification to the InformationCommissioner's Office is current and accurate.
- Ensure that TLDS is compliant with all aspects of UK data protection legislation.
- To monitor compliance with data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- Responsible for all policies relating to data protection (e.g. data protection policy, privacy notices, CCTV policy, Record Management Retention Policy, etc.)
- In conjunction with the COO, ensure compliance regarding the School's operation and monitoring of CCTV.
- Coordinate TLDS' response to Subject Access Requests made under UK data protection legislation.
- Provide, or arrange for, appropriate staff training in information security and data protection.
- Liaise with external providers regarding ensuring compliant data practice from third party providers.



Foundation

- Provide compliance support as required to Thomas's Foundation.

Copyright & Trademarks:

- Ensure that the Schools have the appropriate copyright licences in place.
- Provide occasional training and briefings in order to ensure that staff members understand the terms and conditions of copyright licences.
- Make appropriate reports and returns as required by individual copyright licences.
- Monitor compliance with copyright legislation and the terms of the licences held.
- Liaise with the Chief Financial Officer and Marketing team as required re Trademarks.

Risks

- Responsible for maintaining the School's Risk Register and driving actions to reduce identified risks.
- Liaise with the IT Director re Cyber Security Policies

Inspection

- Provide guidance and practical support to Heads and school leadership teams in preparing for and managing ISI inspections, ensuring that schools are well-informed, appropriately prepared and able to demonstrate compliance with regulatory requirements.
- Work closely with Heads to coordinate inspection readiness, review relevant documentation and evidence, identify areas for improvement and support the implementation of any required actions.
- Provide administrative and logistical coordination throughout inspection days, acting as a central point of contact and ensuring that inspection arrangements, documentation and communication run smoothly.

General Duties:

- To provide compliance support to the COO.
- Undertake any other reasonable duties as required by the CEO, Chief Operating Officer or Chief of Staff
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Person Specification

SKILLS, QUALIFICATIONS, EXPERIENCE AND PERSONAL COMPETENCE & QUALITIES:

- Educated to degree level (Desirable).
- Relevant experience within a Compliance function (Essential).
- Working knowledge and understanding of Data Protection principles, including all aspects of the GDPR (Essential).
- Experience of regulatory framework relating to Schools (Essential).
- Experience of working in the educational sector (Essential).
- Scrupulous attention to detail, even when working under pressure to strict deadlines (Essential).
- Strong IT and minute taking skills (Essential).
- Excellent interpersonal and communication skills (Essential).
- Time management skills and the ability to handle a complex workload (Essential).
- Personable and approachable (Essential).
- Able to interpret and explain complex ideas and legislation in layman's terms (Essential).



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and young people's interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



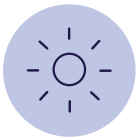
PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Salary:** £55,000 - £60,000 per annum depending on skills, experience and qualifications
- **Benefits:**
  - 30 days annual leave (up to 15 days can be taken during term time) plus bank holidays.
  - Continuous Professional Development opportunities
  - Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
  - Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
  - Death in Service Benefit
  - Free school meals during term time when attending school sites
- **Contract:** Permanent, Full-Time, 37.5 hours, All-Year Round
- **Expected Start:** To start as soon as possible
- **Location:** Group Office, Plantation Wharf SW11 3TN.

Some flexibility can be offered to work from home. This would likely be a minimum of 3 days a week based in the office and/or individual schools with the option of up to 2 days a week working flexibly from home. The needs of the schools will dictate the days spent in the office and at home.

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: **thomas-s.co.uk/join-our-team** or email **hr@thomas-s.co.uk**

To apply for this post please go to **thomas-s.co.uk/join-our-team** and click apply by noon on Monday, 7th December 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to **hr@thomas-s.co.uk**

The interviews will take place over the week commencing Monday, 14th December 2026. Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here **www.thomas-s.co.uk/policies/** *under the 'Thomas's Policy' tab.*

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.







BE KIND
BE YOU
BELONG

BE THOMAS'S

THOMAS'S LONDON DAY SCHOOLS

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