

Person Specification Trust Compliance Officer

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
Education and Qualifications	<ul style="list-style-type: none"> • Bachelor degree or appropriate Level 5 qualification 		Application Qualifications
Skills and Abilities	<ul style="list-style-type: none"> • Effective interpersonal and communication skills, skilled at relationship management and ability to work collaboratively with others • Excellent organisational skills • Ability to understand and assimilate new information and translate into advice • Ability to organise own time, flexible in approach and able to work with conflicting demands • Thorough approach to work with exceptional attention to detail • Committed to working in a way which promotes equal opportunity • Understanding of the requirements of working with confidential information • Ability and willingness to visit the school to deal with administrative tasks and liaise with key school staff 	<ul style="list-style-type: none"> • Knowledge of trust and academy governance 	Application References Interview
Knowledge and Experience	<ul style="list-style-type: none"> • Health and safety experience, with expectation of attaining IOSH Managing Safely qualification • Experience managing and advising on school regulatory compliance matters • Understanding of Data Protection responsibilities (including GDPR) • Experience of preparing, analysing and presenting information in the form of updates or options for discussion • Excellent IT knowledge and skills including Microsoft Office 365, Excel, Word and databases 	<ul style="list-style-type: none"> • Experience working within an educational setting 	Application Interview Reference
Other Requirements	<ul style="list-style-type: none"> • Committed to safeguarding and promoting welfare of children and young people • Satisfactory Enhanced Disclosure from DBS 		Interview