

Norwich School

Risk & Compliance Officer



Job Description

Job Title: Risk & Compliance Officer
Reports to: Chief Operating Officer
Contract: Part time, fixed term

The Risk & Compliance Officer will assist the Chief Operating Officer (COO) to monitor regulatory and legal compliance. The role will also coordinate the compliance monitoring for school premises management, Health and Safety Executive compliance and GDPR. The postholder will ensure regular document and process reviews take place in a timely manner and promote a culture of continual improvements.

Compliance

- Ensure there is a robust compliance control system in place, all statutory checks are conducted, and required certifications are obtained.
- Identify areas of potential compliance vulnerability and risk and support colleagues to develop action plans to mitigate those risks.
- Carry out school wide compliance audits and write reports which may be required from time to time (for example to the governing body and to senior management)
- Identify any required improvements (or escalate for further advice, where relevant), and oversee colleagues' implementation of the same.
- Work with the HR team to ensure that all mandatory trainings are completed for staff.
- Liaise with external agencies as necessary.
- Review & maintain current retention schedules and undertake periodic spot checks to check compliance throughout the school
- Manage commercial combined insurance claims, including property damage and break-ins, by completing claim forms and collating supporting evidence.
- Administer public liability insurance, including distributing the annual certificate each September and providing confirmation of cover for bookings, trips and other activities.

Health and Safety

- Assist the COO with developing an online H&S management system and be responsible for keeping it updated.
- Assist various school teams, with developing online management methods for the different Health and Safety elements they manage.
- Carry out departmental audits to ensure risk assessments are being reviewed and updated in a timely manner.
- Liaise with the school's external Health and Safety Advisor.
- Attend Health & Safety Committee meetings and provide reports as required.

ISI Regulations

- Assist with ensuring the ISI preparation paperwork is up to date to ensure constant readiness for inspection.
- During inspections, coordinate and communicate activities as directed by the COO, in the interests of successful inspection outcomes.

School Policies & Procedures

- Assist the COO in ensuring that school policies are reviewed, updated in a timely manner, are published and an archive of policies is correctly kept.
- Assist the COO in developing an online suite of school procedures for staff
- Spread awareness of policies and promote the observation of practises and procedures designed to ensure compliance.

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General Data Protection Regulations

- Assist the COO to ensure ongoing GDPR compliance across the school.
- Produce Data Processing Agreements from a template in conjunction with the COO.
- Prepare and co-ordinate responses to Data subject Access Requests.
- Maintain records of Data Subject Access Requests and correspondence with the Information Commissioner's Office.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties that may be reasonably required by the Head or the COO.

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Person Specification

	Essential	Desirable
Education and Qualifications		
Level 4/above qualification or equivalent occupational experience	X	
Working knowledge of GDPR and its application	X	
Health and Safety qualification		X
Experience		
Previous experience of working in an administrative role in a medium/large size company	X	
Experience, understanding and knowledge of working in a legal, compliance or health and safety environment, preferably a school or college, including knowledge of inspection frameworks		X
Basic skills and competencies		
Excellent ICT (incl. Excel, Word, PowerPoint, Office 365, databases) and organisation skills.	X	
Excellent oral and written English skills; numerate.	X	
Strong stakeholder management skills with the ability to communicate at all levels within an organisation.	X	
Ability to deal with differing situations whilst remaining calm and professional	X	
Ability to work on their own or as part of a team	X	
Ability to deal with a wide variety of tasks and with ever changing priorities, and to work under pressure	X	
Ability to interact with all members of the school community	X	
Good negotiation skills	X	
Personal Qualities		
Understand and comply with Child Protection procedures	X	
Maintain confidentiality and demonstrate a high level of personal integrity at all times	X	
Attention to detail / accuracy	X	
Good rapport with colleagues; positivity and enthusiasm for the role and a willingness to learn. Effective team player.	X	
Flexibility (in tasks to be performed, hours of work, etc.)	X	
Dependable	X	
Be interested in own professional development	X	
Reliable and Punctual	X	

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Salary and Benefits

Salary and Working Pattern

This is a part time, fixed term post for one year and the salary is £9,669 per annum (£30,349 per annum, full time equivalent). The Risk & Compliance Officer is expected to work 15 hours per week over term time plus two weeks. We also offer flexibility around working days and working hours. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.