

Business Compliance & Operations Officer Job Description

Location:	Pure Offices, Hatherley Lane, Cheltenham, GL51 6SH with travel to and from school sites within the trust (Work mileage reimbursed)
Contract Type:	Permanent
Contract Term:	Full Time (Negotiable for Part Time)
Working Weeks Pattern:	All year round (Negotiable for Term Time Only +)
Salary:	Grade 8: Points 26 (£37,280 FTE) to Point 30 (£40,777 FTE) plus any inflationary pay increase
Line Management:	None
Reporting Into:	Chief Finance Officer

About the Role

This is not your typical compliance role.

It's a role for someone who enjoys variety, thrives on challenge, loves building relationships, and understands that great compliance is ultimately about people.

As Business Compliance & Operations Officer, you will play a key role in ensuring that Little Way Catholic Educational Trust operates safely, effectively and in line with statutory and regulatory requirements. You will work closely with school leaders, support staff and the central team to provide assurance, guidance and support across a wide range of operational areas.

No two days will look the same.

One day you may be supporting a school to prepare for an audit, reviewing safeguarding compliance, coordinating an estates action plan and or developing our trust wellbeing offer. The next, you could be helping implement a new HR process, supporting Trust-wide projects or analysing procurement trends to identify opportunities for financial efficiencies.

This is a highly visible role requiring someone who can confidently build relationships, balance competing priorities and remain calm under pressure. You will be a trusted partner to schools, providing both support and constructive challenge to help ensure the highest standards are maintained.

Most importantly, you will help create the conditions that allow schools to focus on what matters most....delivering excellent education for our children and young people.

Key Responsibilities

Trust Compliance and Assurance

Coordinate the Trust's compliance assurance framework across all academies.

Responsibilities include:

- Continuing to developing and maintain the Trust wide compliance monitoring systems and trackers.
- Undertaking compliance reviews and audits across schools.
- Monitoring compliance against statutory, regulatory and Trust requirements.
- Identifying areas of risk, non-compliance and improvement opportunities.
- Agreeing and monitoring action plans with School and Trust leaders.
- Producing compliance reports, dashboards and assurance summaries.
- Supporting schools to remain inspection and audit .
- Help to promoting a culture of accountability, assurance and continuous improvement.

Operational Excellence and Continuous Improvement

Support the development of effective and efficient operational practices across the Trust.

Responsibilities include:

- Reviewing operational processes and identifying opportunities for improvement.
- Supporting the implementation of Trust-wide systems and procedures.
- Monitoring progress against operational priorities.
- Coordinating actions arising from audits, reviews and strategic initiatives.
- Supporting consistency and best practice across schools.
- Contributing to service improvement and organisational development initiatives.

Human Resources Compliance

Act as the operational lead for workforce compliance and assurance.

Responsibilities include:

- Auditing personnel records and employee documentation.
- Reviewing safer recruitment processes and procedures.
- Monitoring Single Central Record compliance across the Trust.
- Supporting workforce training compliance.
- Maintaining oversight of HR compliance standards.
- Supporting HR system administration and quality assurance.
- Working alongside external HR providers to ensure legal and procedural compliance.

Estates, Health & Safety and Operational Compliance

Support the Trust's estates and health and safety assurance framework.

Responsibilities include:

- Monitoring statutory compliance requirements across all schools in line with DfE standards.
- Maintaining compliance schedules covering areas including fire safety, asbestos, legionella, electrical testing, gas safety and health and safety inspections.
- Monitoring contractor performance and statutory inspection programmes.
- Reviewing compliance documentation and certification.
- Supporting schools in addressing identified actions and risks.
- Assisting with health and safety audits and site inspections.
- Maintaining accurate compliance records and evidence.

Procurement and Contract Management

Support Trust-wide procurement and contract management activities.

Responsibilities include:

- Supporting procurement exercises and tendering activities.
- Maintaining supplier records and contract registers.
- Monitoring contract performance and renewal schedules.
- Supporting schools in following Trust procurement procedures.
- Assisting with supplier relationship management.
- Identifying opportunities for efficiencies and value for money.
- Supporting procurement reporting and analysis.
- Ensuring procurement activity complies with Trust policies and regulatory requirements.

Information Management and Website Compliance

Lead monitoring of statutory information and publication requirements.

Responsibilities include:

- Conducting academy website compliance reviews.
- Supporting schools to maintain accurate and up-to-date website content.
- Monitoring policy publication requirements.
- Supporting GDPR-related information management requirements.
- Maintaining compliance review schedules.

- Producing compliance reports and recommendations.

Projects and Trust Development

Support the delivery of strategic operational projects across the Trust.

Projects may include:

- MAT growth and development projects including school onboarding and integration
- HR systems and workforce initiatives.
- Estates improvement projects.
- IT and cyber security initiatives.
- Procurement projects.
- Operational efficiency reviews.

The postholder will:

- Coordinate project plans and actions.
- Monitor progress against milestones.
- Liaise with stakeholders.
- Maintain project documentation.
- Produce updates and reports for senior leaders.

Stakeholder Engagement and Communication

Responsibilities include:

- Providing comprehensive executive support to the CEO and CFO, including diary management, meeting coordination, correspondence and administrative assistance.
- Drafting, coordinating and distributing internal newsletters, executive communications, briefings and organisational updates.
- Coordinating communication between schools and central teams, acting as a key point of contact to facilitate collaboration and information sharing.
- Preparing agendas, taking minutes and following up actions arising from executive meetings, audits and reviews.
- Producing reports, presentations and other executive documentation to support strategic decision-making/projects.
- Providing professional administrative support for Trust-wide events, meetings and stakeholder engagement activities.

Data Management and Reporting

Responsibilities include:

- Maintaining accurate operational and compliance records.
- Producing regular reports, dashboards and management information.
- Analysing trends and identifying risks.
- Supporting evidence-based decision making.
- Ensuring records remain secure, accurate and audit-ready.

General Responsibilities

The postholder will:

- Support and promote the Catholic ethos, mission and values of the Trust.
- Safeguard and promote the welfare of children and young people.
- Comply with all Trust policies and procedures.
- Maintain confidentiality and professionalism at all times.
- Participate in training and professional development activities.
- Undertake any other duties commensurate with the grade and nature of the role
- Recognition and understanding that this document isn't an exhaustive list of all roles and responsibilities, and they can be directed to do work outside of what is stated, but in line with general themes of work.

Signed & Date (Line Manager)

Signed & Date (Employee)