

Person Specification – Business Operations & Compliance Officer

Overall Profile

The successful candidate will be highly organised, people focused and solutions driven, with the ability to balance operational delivery, compliance assurance, project coordination and stakeholder engagement. They will thrive in a dynamic environment, enjoy building relationships and bring a positive, proactive approach to supporting schools and driving continuous improvement across the Trust.

Why Join Us?

This is an opportunity to join a growing Trust where your contribution will genuinely matter.

You'll work alongside talented and committed colleagues, enjoy a wide variety of responsibilities, and have the opportunity to shape and develop the role as both you and the Trust continue to grow.

If you are looking for a role that combines purpose, pace, people and professional development, this could be the opportunity you've been waiting for.

Criteria	Essential (E) Desirable (D)	Assessed Method
1. Qualifications and Professional Development		
Educated to GCSE level (or equivalent), including English and Mathematics	E	A
Relevant professional qualification or training in operations, compliance, business administration, HR, procurement, project management or a related field	D	A
Commitment to ongoing professional development	E	A, I
2. Experience		
Experience working in operations, compliance, business support, project management, procurement, HR, audit or a related field where the relevant skills are demonstrated	E	A, I
Experience managing multiple priorities and competing deadlines	E	A, I
Experience interpreting policies, procedures or regulatory requirements	E	A, I
Experience working collaboratively with a range of stakeholders	E	A, I
Experience producing reports, analysing information and monitoring progress	E	A, I, T
Experience within education, academies, trusts or the public sector	D	A, I
Experience of compliance audits, inspections or assurance reviews	D	A, I
Experience of procurement and contract management	D	A, I
Experience of project management or project coordination	D	A, I
3. Knowledge and Understanding		
Understanding of compliance, risk management and operational processes	E	A, I
Understanding of confidentiality	E	A, I
Understanding of effective administrative and organisational practices	E	A, I
Understanding of continuous improvement and operational effectiveness	E	A, I
Knowledge of safeguarding and safer recruitment requirements	D	A, I
Knowledge of Academy Trust operational, compliance and regulatory requirements	D	A, I
Understanding of procurement principles and value-for-money considerations	D	A, I
4. Operational and Compliance Skills		
Ability to develop, maintain and monitor systems, processes and records accurately	E	A, I, T

Ability to identify risks, monitor actions and ensure completion	E	A, I, T
Ability to interpret guidance and implement requirements consistently	E	A, I
Strong attention to detail and accuracy	E	A, I, T
Ability to analyse information and identify trends or areas for improvement	E	A, I, T
Ability to maintain accurate, secure and audit-ready documentation	E	A, I
Ability to manage competing priorities while maintaining high standards	E	A, I, T
5. Communication and Relationship Management		
Excellent verbal and written communication skills	E	A, I, T
Ability to build positive and productive working relationships with a wide range of stakeholders	E	A, I
Ability to communicate complex information clearly and appropriately	E	A, I
Confidence to provide support, influence others and offer constructive challenge where appropriate	E	A, I
Ability to work collaboratively across teams and organisational boundaries	E	A, I
Ability to represent the Trust professionally and positively	E	I, R
6. Planning, Organisation and Project Delivery		
Excellent organisational and planning skills	E	A, I, T
Ability to prioritise workload effectively and manage changing demands	E	A, I, T
Ability to coordinate multiple projects, actions or workstreams simultaneously	E	A, I
Ability to meet deadlines and deliver outcomes	E	A, I, T
Ability to work independently and take ownership of responsibilities	E	A, I
Experience supporting operational improvement or organisational change initiatives	D	A, I
7. Problem Solving and Decision Making		
Strong analytical and problem-solving skills	E	A, I, T
Ability to identify issues and recommend practical solutions	E	A, I, T
Ability to exercise sound judgement and make informed decisions	E	I, T
Ability to remain calm and effective under pressure	E	I, R
Ability to adapt to changing priorities and emerging challenges	E	I
8. Personal Qualities and Values		
Positive, professional and resilient approach to work	E	I, R
Proactive and self-motivated	E	A, I
Demonstrates initiative and ownership	E	A, I
Adaptable and flexible in response to changing priorities	E	I
Commitment to continuous improvement and learning	E	A, I
Strong interpersonal skills and enjoys working with people	E	I, R
Maintains confidentiality and professionalism at all times	E	I, R
Demonstrates integrity, honesty and accountability	E	I, R
Positive "can-do" attitude and solution-focused mindset	E	I
Commitment to supporting colleagues and building positive relationships	E	I, R
9. Ethos and Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
Commitment to equality, diversity and inclusion	E	A, I

Commitment to supporting the Catholic ethos, mission and values of the Trust	E	A, I
Willingness to undertake training relevant to the role and Trust priorities	E	A, I

Assessment Methods

- A = Application Form
- I = Interview
- T = Task / Presentation / Assessment Exercise
- R = References

Current MAT Systems Used:

- Iamcompliant (Estate Compliance)
- ION (Finance Management System)
- Microsoft 365
- My New Term (Applicant Tracking System)
- SAMpeople (HR Information Management System)
- SIMS (Management Information System – Currently Out to Tender)
- Canva (Design/Graphics)