

Person Specification - Office & Compliance Manager (School Sites)

Qualifications & Training

Criteria	Essential	Desirable
Degree or equivalent qualification in business management, facilities management, or related field	✓	
Health & Safety qualification (e.g., IOSH, NEBOSH)		✓
Evidence of continued professional development	✓	
Project management certification or familiarity with Operational Excellence principles and tools.		✓

Experience

Criteria	Essential	Desirable
Proven experience in managing administrative and premises teams across multiple sites	✓	
Experience in statutory compliance including GDPR and Health & Safety		✓
Experience in implementing office systems and workflows	✓	
Experience in leading improvement projects and change management		✓
Experience in working within an educational or public sector environment		✓

Knowledge & Skills

Criteria	Essential	Desirable
An understanding of compliance frameworks including safeguarding, GDPR, and Health & Safety	✓	
Ability to analyse data and produce performance reports	✓	

Excellent organisational, time management and communication skills	✓	
Proficient in using office technology and systems (e.g., MS365, MIS, workflow tools)	✓	
Knowledge of safeguarding and child protection procedures	✓	

Personal Attributes

Criteria	Essential	Desirable
Strong leadership and team management skills	✓	
High attention to detail and commitment to quality	✓	
Proactive and solution-focused approach	✓	
Excellent communication and interpersonal skills	✓	
Commitment to continuous improvement and professional development	✓	
Demonstrates integrity, confidentiality, and a commitment to safeguarding children and young people	✓	