

Spiral



Partnership Trust



Compliance & Operations Manager Information Pack



Welcome from Spiral's CEO



As CEO, I am delighted that you are exploring the opportunity within our Trust. Our vision – Shaping a Better Future – sits at the heart of everything we do. It speaks not only to the outcomes we strive for, but to the experiences we create for our pupils, staff and communities every single day.

We believe that great schools are built on strong, authentic relationships. Our senior leaders are visible, values-led leaders who place people first – fostering trust, inspiring ambition and ensuring that every child feels known and supported. Alongside this, we are committed to innovation: encouraging thoughtful, evidence-informed approaches that enable our schools to

evolve and thrive in a changing world.

Collaboration is fundamental to our success. As part of our Trust, you will benefit from a genuine partnership – one that celebrates the individuality of each school while harnessing the collective expertise and energy of the whole Trust. We work together, learn from one another and hold each other to the highest standards, always with the shared goal of improving life chances for every child.

We are deeply committed to developing our leaders. Through tailored professional development, strong peer networks and expert central support, you will be empowered to lead with confidence, creativity and integrity.

This pack will give you a clearer sense of our values, our ambitions and the role you could play in Shaping a Better Future. I hope it inspires you to consider joining us on this journey.

Marcus Cooper





Spiral Partnership Trust

Spiral Partnership Trust is a multi-academy Trust of 7 Hertfordshire primary schools who share a common goal of shaping a better future for our pupils, staff and the local communities we serve. Our success is built upon strong relationships, innovation and collaboration.

Spiral Partnership Trust will shape a better future, providing an excellent education for all underpinned by strong relationships, innovation and collaboration.

Working with key stakeholders, Spiral Partnership Trust ensures that:

- our children and their learning come first in all decision making;
- the distinct strengths and characteristics of our schools and all those within the community are recognised and celebrated;
- through innovation and collaboration, expertise and research are shared with our family of schools and beyond.

Key features of our Trust include:

- experienced Central Trust team providing excellent support when, where and how it is needed;
- our collegiate approach allows our Headteachers to focus on developing The Quality of Education;
- we appreciate our staff as we know they are our greatest resource; we provide a far-reaching range of benefits, including higher than national pay-scales, comprehensive employee assist program and 3 well-being days which can be taken during term time.

The CEO and Executive Headteachers work closely with the Headteachers and leaders in our schools to share the Trust values across the learning community and the Trust supports and develops outstanding teachers and leaders as they take on new challenges. The Trust provides support services to other schools in need within our geographical area and senior leaders are encouraged to play a full part in partnerships and networking groups in Hertfordshire and beyond.



Key Statistics

Location:

228 Hatfield Road, St Albans, Hertfordshire, AL1 4LW

Type of trust:

Primary specialist MAT of 7 schools all within Hertfordshire

Age range:

4-11 years

Our schools:

**Colney Heath
Primary School**

**Fleetville Infant &
Nursery School**

**Fleetville Junior
School**

**Forres Primary
Academy**

**Mandeville
Primary School**

**Mount Pleasant
Lane Primary
Schol**

**Springmead
Primary School**





What we are looking for in a new Compliance & Operations Manager

We are seeking an experienced and highly organised Compliance & Operations Manager who can provide strategic and operational leadership across a diverse range of compliance, risk, estates and operational functions. The successful candidate will have a strong understanding of regulatory and statutory requirements within the education sector, including health and safety, GDPR, safeguarding and risk management.

You will be confident in developing and monitoring robust systems, policies and procedures, ensuring that the Trust and its schools maintain the highest standards of compliance while supporting continuous improvement. With excellent analytical and project management skills, you will be able to identify risks, coordinate complex initiatives and work collaboratively with school leaders and the central team to deliver effective and sustainable solutions.

You will need to be proactive with attention to detail and a practical, solution-focused approach. You will also be an effective communicator, capable of building positive relationships with colleagues and external partners. You will be comfortable managing multiple priorities, interpreting legislation and translating requirements into clear, workable processes ensuring the best possible outcomes for pupils and the wider school community.





Key Information

Pay range:

M2 (NB. our pay ranges are above those set nationally)

Hours:

37 hours per week, 41 weeks per year (term time + 3 weeks)

Start date:

1st September 2026

Shortlisting date:

13th July 2026

Interview date:

20th July 2026

Please note, we may interview sooner should a suitable candidate be found.

For further information:

Please contact the Trust HR Manager on admin@spiral.herts.sch.uk

Trust website:

www.spiral.herts.sch.uk



Job Description

This role is line-managed by the CEO/CFO to:

- support the Trust Board in ensuring operational compliance across the Trust.
- oversee all aspects of compliance and risk management within the Trust and provide support to ensure the Trust meets all statutory and regulatory obligations.

Key Responsibilities

- Responsible for supporting the efficient and effective compliance management of the Trust and its schools in a number of key areas, working in conjunction with the Trust CEO and CFO.
- Supporting operational compliance and consistency in a range of areas across all Trust schools.
- Supporting academy compliance, including ensuring Trust and relevant school policies continually meet statutory requirements.

Health & Safety (in conjunction with the Trust Premises Manager)

- To support the Trust schools to ensure that the Trust remains compliant in all relevant DfE, legal and statutory responsibilities for health and safety.
- To support the CEO and CFO in ensuring that the Trust and its schools meet its health and safety responsibilities in line with current legislation and best practice.
- Ensure that reporting and documentation for health and safety at all levels is robust.
- Secure effective arrangements for the monitoring, audit and remedial actions of health and safety matters.
- Support the use of any online platform for collating health and safety information and reports across the Trust.
- Co-ordinate health and safety reviews and support.
- Report to Trustees on health and safety matters which includes analysing accidents, near misses etc.

GDPR

- To assist the DPO in the carrying out of their duties.
- Support trust-wide compliance in data protection (GDPR).
- Develop a shared drive for GDPR with key documents and policies for staff.
- Co-ordinate GDPR provision across all schools and the Trust working with external providers.



GDPR (continued)

- Ensure GDPR policies for schools and the Trust are up-to-date and displayed on websites.
- Co-ordinate GDPR training across the Trust at all levels.
- Support schools and the Trust in dealing with Freedom of Information Requests and Subject Access Requests.
- Co-ordinate Trust Data Impact Assessments.
- Co-ordinate Trust and school GDPR audits and ensure all aspects are addressed.
- Support the Trust schools to implement all aspects of GDPR.

Compliance

- Support and develop trust-wide accountability and quality assurance procedures.
- Carry out regular internal compliance checks and monitor relevant processing activities to ensure that the Trust and schools are working to Trust policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales.
- Ensure systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation company law, data protection legislation, safeguarding guidelines and health and safety legislation.

Risk Management

- Identify, monitor and mitigate operational risks through effective work with school offices, Headteachers, other trust leaders and the CEO and CFO.
- Support the Trust and schools in ongoing risk management and risk assessments.
- Review of the Trust and academies risk registers 3 times a year, identifying and reporting any trends or issues to the CEO and CFO.
- Manage and maintain the Trusts Strategic Risk Register in liaison with the CFO, CEO and Chair of the Board (or their delegate).
- Ensure that governance-specific risks are included in the Trust's risk register.

Project Management

- Identify, plan, project manage and implement agreed projects to agreed deadlines, budgets and levels of service.
- Work with the CFO to ensure the successful opening or transfer of new schools joining the Trust and to ensure smooth operations following this.
- Work with the CFO and other staff to lead on the minimisation of the Trust's impact on the environment.
- Work with the Trust's IT provider to coordinate the roll-out of Trust-wide IT initiatives.



Estates Management

- Develop and oversee the day-to-day operation of the Trust estates plan, ensuring it meets all of the DfE requirements.
- Work with the Trust Premises Manager to ensure all checks are complete and contractor lists are maintained.
- Work with the Trust Premises Manager, CEO and CFO to address plans from condition plans.
- Work with the Trust Premises Manager to develop an integrated approach to estates management and maintenance, including the development of ongoing maintenance programmes.
- Ensure that all sites conform to DfE and health and safety requirements.
- Ensure a high standard of estates and cleaning provision at all sites.
- Provide higher-level support for more complex estates requests.
- Develop and manage the implementation of a rolling investment programme for estates.

Catering Management

- Lead management of catering provision across the Trust and its schools.
- Work with the CFO to develop the Trust's approach to catering including tenders.
- Deliver the implementation of this catering strategy.

Additionally:

- To undertake such tasks as may be reasonably required by the CEO/CFO and Trust for the benefit of the schools, subject to consultation.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- Contribute to and support the overall aims and ethos of the Trust and provide best outcomes for pupils.

This job description will be reviewed at least annually as part of your Performance development programme.

This position requires the post holder to travel to schools within the Trust and therefore a driving license and access to a vehicle with appropriate business insurance is an essential requirement.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.



Person Specification

	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> • Previous hands-on experience of managing a complex, multi-site operations • Experience of managing budgets • Experience of developing operations strategies across a multi-site environment • Experience of working flexibly in an environment of constant change • Knowledge and understanding of health and safety legislation and compliance requirements within an estates or facilities environment • Take responsibility for own professional development and for maintaining links with appropriate bodies to enhance information and share information 	<ul style="list-style-type: none"> • Experience of liaising effectively with outside agencies/suppliers in a public sector setting • Experience of developing an external lettings/income generation programme • Experience of developing and delivering training and induction to a range of audiences • An understanding of safeguarding issues and promoting the welfare of children and young people
Skills and abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills and a track record of establishing and promoting effective working relationships • High level communication and IT skills to effectively convey complex information to a variety of audiences both in writing and verbally • Strong organisational skills with the ability to plan, prioritise and manage multiple demands while maintaining high standards of accuracy 	



	Essential	Desirable
Skills and abilities (continued)	<ul style="list-style-type: none"> • Ability to identify, assess and manage risks relating to estates, health and safety and the physical environment • Ability to use data and information to monitor performance, identify priorities and support decision-making 	
Qualifications	<ul style="list-style-type: none"> • English and mathematics to GCSE C / 5 or above. 	<ul style="list-style-type: none"> • Relevant experience within an education or other service (legal, commercial or charity) environment
Personal attributes	<ul style="list-style-type: none"> • Enthusiastic, motivated and committed • Proactive, positive and resilient • Ability to work effectively as part of a team, with an understanding of Trust and school roles and responsibilities • Respecting confidentiality • Ability to manage working hours flexibly to meet the demands of the role, working under pressure to meet deadlines, maintaining accuracy and attention to detail • Ability to make decisions independently • Ability to lead by example, coach, motivate and inspire others • Calm and resilient under pressure • Willing to travel to all work locations within the Trust and further afield when required • Commitment to CPD and modelling this to others 	



Why work for Spiral?

Working as a part of Spiral Partnership Trust offers a rewarding and supportive professional environment, underpinned by a strong commitment to both staff wellbeing and school improvement.

As a Trust, we recognise that our people are our greatest asset and we are dedicated to ensuring that all colleagues feel valued, supported and empowered to thrive in their roles.

One of the distinctive benefits of working with us is the provision of three “Spiral Days” each year. These days can be taken during term time, offering valuable flexibility and the opportunity to prioritise personal wellbeing, family commitments, or professional reflection. This reflects our belief in promoting a healthy work-life balance and sustaining long-term career satisfaction.

We also offer enhanced pay scales across all roles, currently set above nationally agreed levels. This demonstrates our commitment to recognising the professionalism, dedication and impact of our staff, ensuring they feel fairly rewarded for the vital work they do.

In addition, staff have access to the Education Mutual Employee Assistance Programme, providing confidential support, advice and resources across a wide range of areas, including wellbeing, mental health and financial guidance. This ensures that colleagues can access professional support whenever it is needed.

Our strong school improvement offer is central to the Trust. Staff benefit from high-quality professional development, access to experienced leaders and opportunities to collaborate across our family of schools. By joining Spiral Partnership Trust, you become part of a forward-thinking organisation dedicated to shaping a better future for both pupils and staff.

