



## Compliance and Quality Officer

Opportunity for a year round, part-time position 3 days (24 hours) / week,  
£40,000 -£45,000 FTE (£24,000 - £27,000 P/T) depending on experience



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We are looking to appoint a highly organised, detail-oriented individual to support all areas of the school, ensuring full regulatory compliance, maintaining inspection readiness at all times, and consistently striving for the highest standards of quality.



## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

## Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. We are investing in systems that support innovation, efficiency, and excellence in education. Join us and play a vital role in safeguarding standards and supporting excellence across the school.





## The Role

### Summary of Role

The role requires a well organised and prioritised approach, meticulous attention to details and a strong understanding of regulatory compliance.

The Compliance & Quality Officer will work closely with colleagues and departments to ensure that school processes, practices and policies are implemented and maintained, in order that all aspects of regulatory compliance are addressed appropriately within the school. The Post Holder will have an essential role in supporting the Senior Management Team (SMT) in ensuring that the school is inspection ready at all times and that the school has in place and implements a suite of policies that complies in full with the Independent Schools Inspectorate (ISI) requirements.

The post holder will report directly to the Chief Operating Officer (COO) and the Heads of both the Senior and Prep Schools. They will also liaise closely with other members of the Senior Management Team to ensure that all policies relevant to their role remain current and accurate. In addition, they will work collaboratively with the Estate and Facilities Manager and the Director of IT as required. They are expected to be visible across all areas of the school, in order to understand and manage compliance matters, challenging areas of non-compliance where appropriate. They will be expected to seek to resolve these matters directly in most cases by requiring a suitable response in a timely fashion.

The post holder will need to have the capacity to quickly develop a comprehensive understanding of the Independent Schools Inspectorate's (ISI) regulatory requirements, the National Minimum Standards for Boarding, UK Visas and Immigration (UKVI) compliance, current UK Health, Environment & Safety and Fire Safety legislation and Data Protection legislation to ensure the school is aware of any legislative or procedural changes.





# Key Duties and Responsibilities

## Independent Schools Compliance

- To act as a focal point for compliance, and work with SMT to ensure the school's policies and procedures are fully compliant with all external regulation
- Develop an Annual Compliance Plan and implement testing and monitoring in line with its requirements
- Ensure that the school has in place (as a minimum) all documentation and policies required on inspection by the ISI
- Work with the SMT and middle leaders to maintain the school's continual readiness for ISI inspection. This is likely to include maintaining a record of relevant information and compiling reports as required.
- Spread awareness of policies amongst the staff and recommend suitable training
- Carry out periodic checks on the school's Single Central Register of staff appointments
- Monitor changes to the ISI's Handbook "For The Inspection of Schools - Commentary on the Regulatory Requirements" and other ISI Inspection related documentation to ensure that the School has implemented changes where necessary, ensuring that all updates are with the HR Administrator
- Establish and maintain a central record of school and local policies, checking that these are updated as necessary and uploaded to relevant regulatory websites, as well onto the school's website for parents' information
- Meet at least termly with the relevant staff to monitor policies and practice
- To oversee the school's various obligations with regards to copyright licences, leases, contracts and insurances so that issues which may arise are dealt with in a timely manner or referred to the COO.
- To oversee Educational Visits
- In conjunction with the Lead DSL, ensure the school remains fully compliant with all safeguarding requirements by monitoring, implementing, and updating policies and procedures in line with the latest statutory advice, guidance, and best practice

## Visa and Immigration Compliance

- Ensure the school is meeting its duties as a sponsor of international students or skilled workers in the UK in accordance with UKVI requirements
- Work together with the school's admissions team and external consultant (Sable) to ensure visa applications are completed and processed correctly for all international students that require them
- Work closely with boarding house staff to ensure UKVI records are being kept appropriately, including regular monitoring and auditing



## Data Protection and Management

- Act as the school's nominated Data Protection Deputy Manager
- Work with the COO, Director of IT and consultants as necessary to ensure that the school complies with Data Protection legislation, including GDPR
- Develop, review and regularly update GDPR policies, procedures and practices
- Ensure that all Privacy Notices required are up to date and effective.
- Manage and compile information for any Subject Access Requests
- Be responsible for alerting the ICO and others if evidence emerges of a potential data breach or failing
- Ensure data integrity, data handling and data lifecycle processes are in place and adhered to across the school
- Assist in developing and implementing data management processes and systems to ensure consistent and reliable data in line with the school's business requirements



## Health and Safety

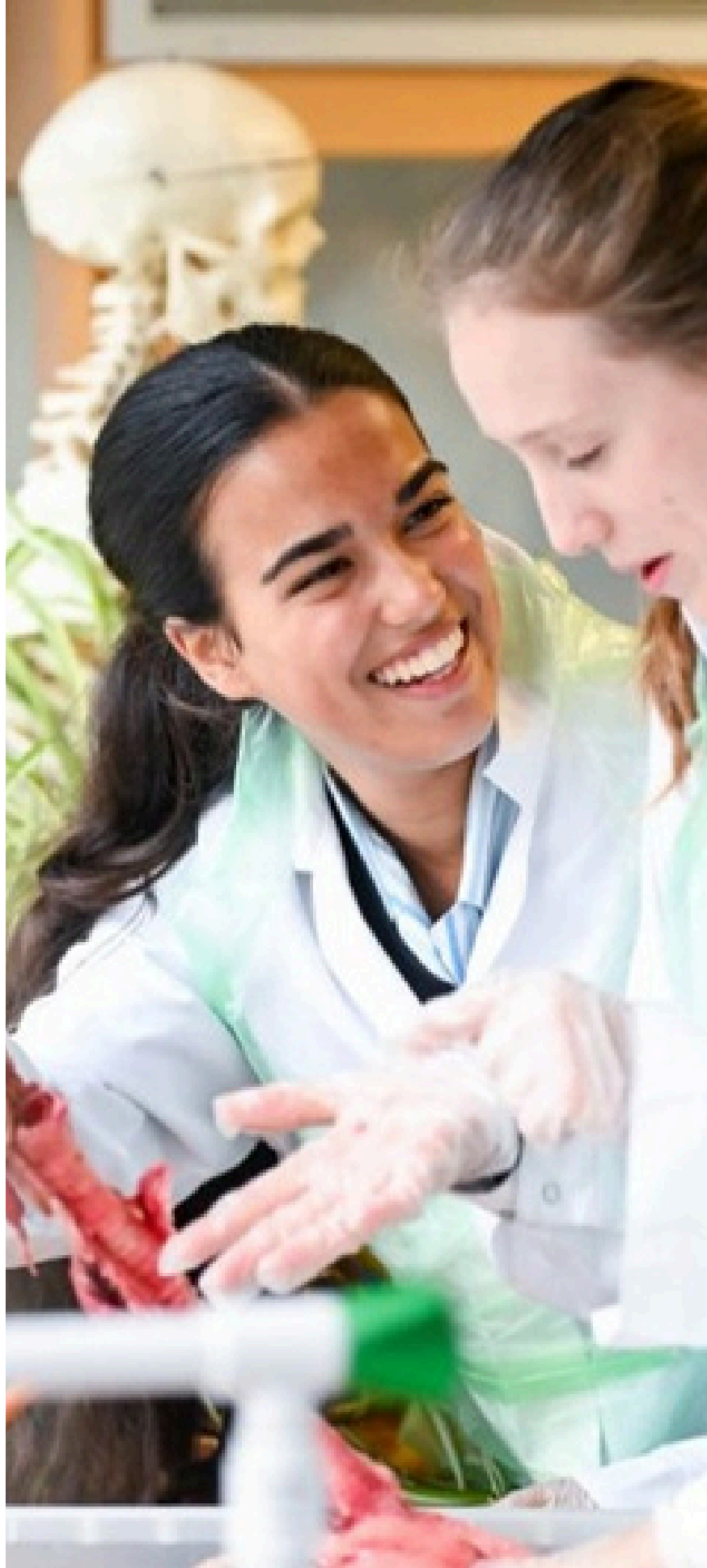
Work in close collaboration with the Estate and Facilities Manager along with the COO to:

- Demonstrate full commitment to the Board of Governors' Statement of Intent on Health and Safety as outlined in the school's Health and Safety Policy
- Ensure that a clear, written Policy for Health and Safety is maintained and amended as necessary
- Ensure that the school is aware of changes or developments in legislation, statutory or other guidance that relate to or affect the Health and Safety Policy
- Ensure that the Policy is communicated adequately to all stakeholders
- Act as an internal audit service to ensure:
  - drills and lockdown practices have been carried out that will ensure that the school is compliant with NMS
  - required health and safety training records for staff are being kept up to date
  - accident and incident information is being collated
  - records / registers are being kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing, monitoring etc including for asbestos, legionella, COSHH, PPE, fire fighting equipment and dangerous substance equipment
- Support the preparation of termly reports on the school's health and safety performance for submission to the Health and Safety Committee, the Governors' Governance and Compliance Committee, and the Governors' Resources Committee, as appropriate

## General

Any other tasks which the Head or CFO may reasonably direct.





# Person Specification

## Essential

Batchelors degree or appropriate Level 5 qualification

### Operational Excellence

- Health and safety experience, with expectation of attaining IOSH Managing Safely qualification
- Experience managing and advising on school regulatory compliance matters
- Understanding of Data Protection responsibilities (including GDPR)
- Ability to prioritise and address key issues effectively
- Efficient administration and organisational skills
- Effective written and verbal communication, including detailed report writing
- IT literacy (Microsoft Office: Word, Excel, email)

## Personal Behaviours

- Excellent interpersonal skills; strong influencer and good people manager
- Self-motivated, enthusiastic, and committed
- Flexible, with a “can-do” attitude

## Ethos and Whole School Values

- Committed to operating as part of the school community
- Committed to St Catherine’s Values
- Committed to our holistic education and outstanding pastoral care

## Safeguarding and Pastoral

- Committed to safeguarding and promoting welfare of children and young people
- Satisfactory Enhanced Disclosure from DBS

## Desirable

- Experience working in a school environment
- Membership of relevant professional bodies (CMIOSH, CLEAPSS, IIRSM)
- Understanding of UKVI processes and regulations

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## Remuneration

This is a part time position of 24 hours per week. The post attracts 25 days' holiday per annum, pro rata for part time positions, plus Bank Holidays and this includes the closed period at Christmas/New Year, typically consisting of 3 or 4 working days, depending on when the Bank holidays fall.

## Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

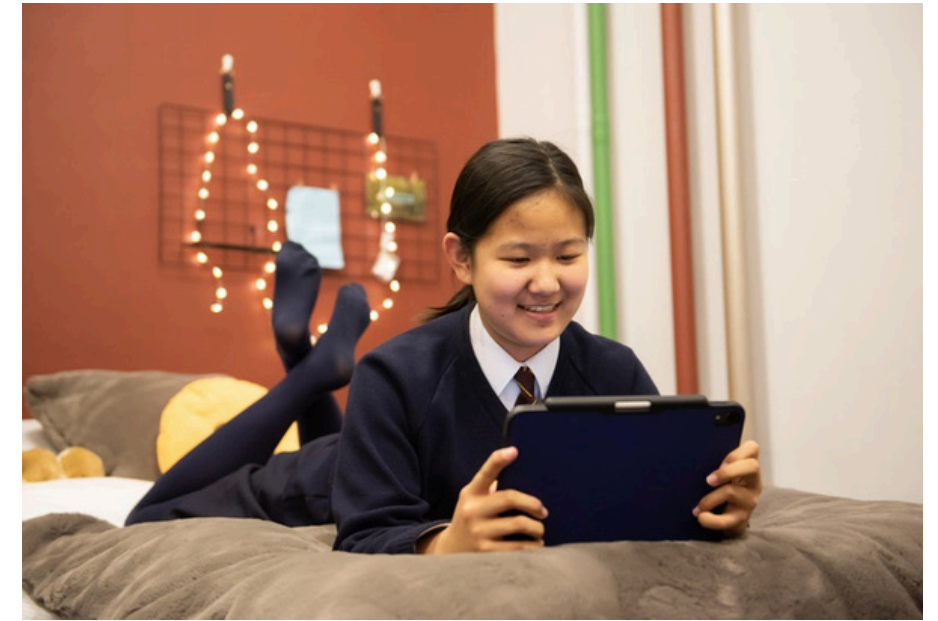
A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offer a cycle to work salary sacrifice scheme, 25 days holiday per year (pro rata for part time staff) and free parking.

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## Applications

The application form should be returned to the HR Administrator on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info) by 12 noon on Monday 23<sup>rd</sup> February 2026 and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form provided with these details/found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.**

Thank you for your interest in St Catherine's School.

Chloe Stoneham, Chief Operating Officer  
January 2026



**St Catherine's School**  
**BRAMLEY**

St Catherine's School  
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Patron: Her Majesty The Queen  
Registered Charity Number: 1070858