

# JOB DESCRIPTION

<b>Head of Administration &amp; Compliance</b>	
Salary band	£34-40,000 dependent on experience and qualifications
Department / reporting to	Director of Finance and Strategic Development
Hours per week / weeks per year	This is ideally a full-time position, all year round. 37 hours per week. Normal hours of work are from 08:30 to 17:00 Monday to Friday. Some degree of flexibility may be required to meet deadlines. Holiday: 33 days including bank and public holidays
Employment status	Permanent
Purpose and objectives of role	<p><b>The Role</b></p> <ul style="list-style-type: none"> <li>This is an exciting opportunity for an experienced and highly skilled professional administrator who can work effectively with a diverse range of internal stakeholders at an important time in the evolution of the School.</li> <li>The Head of Administration and Compliance will report to Director of Finance and Strategic Development</li> </ul> <p><b>Objectives</b></p> <p>The Head of Administration and Compliance will:</p> <ul style="list-style-type: none"> <li>Provide professional administrative support to the Board of Governors and the School's senior executive (SMT and Exec Team), including some 'Company Secretarial' support</li> <li>Be responsible for monitoring all relevant aspects of the external regulatory environment and for interpreting their application within the school; for the oversight of compliance regulations and standards within the school; and for reporting on standards of regulatory compliance in all relevant areas</li> <li>Coordinate the timely delivery of papers, reports and analysis on aspects of the school operations and provide appropriate assurance to the Headmaster and Governors.</li> </ul>
Key areas of responsibility, tasks and duties	<p><b>Promote and safeguard the welfare of the children and young people with whom you come into contact</b></p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Coordinate the policy review timetable and policy performance reviews</li> <li>Maintain and update policies allocated directly to the post holder</li> <li>Coordinate responses to regulatory or external enquiries and requests such as Subject Access Requests and formal complaints</li> <li>Manage cases, including employment procedures, parental complaints, Subject access requests coordinate responses in line with appropriate policies and with external advice where required</li> </ul>

- Support the IS Manager in the administration of licences including Copyright, Licencing, ERA
- Maintain knowledge and awareness relating to Charity Commission best practice.

#### **Compliance**

- Coordinate the completion of periodic returns such as the annual ISC Census and other returns required for industry or statutory organisations
- Provide support to the Deputy Bursar (Finance) in the completion of annual financial benchmarking returns used for comparisons between schools
- Oversee the operation of systems/policies for risk mitigation and disaster recovery and ensure compliance with such systems/policies
- Maintain the School's Risk Register and provide suggested changes for review by the SMT, Exec Team and Governors
- Provide or procure legal advice for the Head, Senior Executives and Governors relating to matters of School compliance such as HR, H&S, Litigation where requested
- Maintain the School's Single Central Register under the supervision of the HR Manager and in support of the Designated Safeguarding Lead
- Assist the IS Manager in his role as Data Protection Officer
- Support the Exec Team and particularly the HR Manager in the recruitment, management and development of all support staff.
- Support the Deputy Bursar (Operations) in his management of Health & Safety, Compliance, fire safety, accident reporting and risk assessment.
- Support for the Internal Audit function and particularly the management of Deep Dives requested by the Risk and Audit Committee relating to key risks of the School.

#### **Data Management**

- Receive, investigate and respond to notification of data breaches, escalating to the Director of Finance as required, to ensure reportable breaches can be notified within the 72-hours required by the Information Commissioner's Office (ICO)
- Develop and implement data management policies and procedures across the School, to ensure the School's ongoing compliance with data protection legislation
- To raise awareness of data management across the School by working with the Second Master to develop and deliver training on data management legislation and the School's processes, both in formal and informal settings
- Provide advice and guidance to staff and students, when required, to ensure data protection principles and laws continue to be applied
- Undertake audits to ensure School compliance with data protection laws

- Supported by the IS Manager and Registrar, ensure data retention schedules and privacy notices are reviewed at least annually so that they remain current
- Support with the compilation of the information governance and compliance annual report

#### **Clerk to the Governors**

- Plan and convene meetings of the Governing Body and its Sub-committees and maintain a meetings calendar.
- Consult with the Chairman, Headmaster and Finance Director over the agenda for meetings of the Governing Body and its Sub-committees and circulate the supporting papers.
- Attend meetings of the Governing Body to present reports and give advice as required.
- Take minutes of the Governing Body and Sub Committee meetings.
- Follow up in a timely manner all actions from Governors Meetings and provide a report on outstanding actions as required, including at appropriate Governor meetings
- Establish and service Governor panels for hearings associated with staff disciplinary matters, the exclusion of pupils or the School's complaints procedure.
- Supervise changes in membership of the Governing Body and its Sub-committees in accordance with the Memorandum of Understanding and the requirements of the Nominations Committee
- Provide induction for new Governors, including a copy of the governing documents and AGBIS's Guidelines for Governors, and advise on suitable training, or refresher training for them.
- Advise Governors on legislation and guidance affecting their responsibilities and liabilities, securing appropriate insurance for the Governors, and taking professional advice on Governors' behalf.
- Undertake any other tasks to ensure the smooth running of the Governing Body.

#### **Greenwich Hospital**

- Provide papers and information as reasonably requested by the Director of Greenwich Hospital
- Work with the Clerk in Charge to review and implement the Memorandum of Understanding.

## Person Specification

<b>Head of Administration &amp; Compliance</b>		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or a relevant qualification related to professional services</li> <li>• Held a similar role in a highly regulated organisation</li> <li>• Demonstrate successful compliance and administrative capabilities.</li> <li>• Experience of managing effective relationships with key stakeholders</li> <li>• Experience of ensuring full regulatory compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>• Experience of working for an executive board</li> <li>• Highly effective administrator</li> <li>• Understanding of Health and Safety and workplace compliance</li> <li>• Writing minutes and papers</li> <li>• Understanding of how to convert policy and guidance into practice</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of National Minimum Standards, Independent Schools Inspectorate Compliance Framework</li> </ul>
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills.</li> <li>• Ability to manage multiple projects, prioritise and deliver to deadline</li> <li>• Able make considered decisions and work under pressure</li> <li>• Meticulous attention to detail</li> <li>• Self-motivated, enthusiastic and continually striving for improvement</li> <li>• Honest, reliable and a good sense of humour</li> <li>• Creative in approach to new projects and problems</li> <li>• Strong team player, willing to be flexible with time. Ability to respond to unexpected challenges at short notice</li> <li>• Strong interpersonal skills with the ability to form strong working relationships with key stakeholders</li> </ul>	
IT skills	<ul style="list-style-type: none"> <li>• Microsoft</li> <li>• Website CMS</li> </ul>	<ul style="list-style-type: none"> <li>• Adobe InDesign</li> <li>• iSAMS</li> </ul>