

JOB DESCRIPTION

Role: Compliance Officer/Administrator

Office Location: School

Reports To: Compliance Manager

Hours of Work: TBA

Supervisory Responsibilities: No

Travel Required: No

MAIN PURPOSE OF JOB:

To provide professional, comprehensive and flexible administrative support in this 'hands-on' position. To assist the Regional Compliance and Support Services Manager in the delivery of administration services to the Compass Community School provision.

OUTLINE OF DUTIES:

- 1. General Admin/Support:** To carry out a complete range of administrative tasks under the direction of the appropriate Line Manager and or Regional Manager;
 - Reception and hospitality service to all enquirers and visitors.
 - To prepare documents and responding correspondence in the appropriate format.
 - Typing to include as and when required: reports, mail merge letters, spreadsheets including updating communication plans, correspondence, forms, minutes etc.
 - Proof reading reports where required.
 - All aspects of administration to include (not exhaustive); filing, shredding, scanning, office maintenance, dealing with post, answering phones, data inputting, auditing, chasing missing paperwork, setting rooms up for training/meetings, providing accurate details for the weekly welfare call.
 - To assist the Regional Compliance and Support Services Manager in maintaining a fully functioning administration service
 - To provide SENCO support where necessary.
 - Previous experience of using a MIS database is desirable but not essential for this role.
- 2. Safeguarding:** To collate, copy and process, where appropriate, all occurrences (accidents, incidents, allegations, complaints etc.), conducting fire alarm checks and ensure the signing in/off protocols are followed in line with organisational policy and procedure.
- 3. Meetings & Minutes:** Attendance and participation at meetings as required and ensure accurate, detailed and appropriate minutes are produced (including face-to-face meetings, Skype and conference calls); preparing and distributing the agenda prior to the meeting. Meetings will include PEP's, annual reviews, management and Governors meetings.
- 4. Liaising with Local Authority Commissioning Teams:** to accurately distribute monthly and bi-annually auditing reports in line with Ofsted regulations.
- 5. Statistical Information:** To provide clear/accurate statistical information as required.
- 6. Database Inputting:** Manage, organise and update relevant data using database applications and excel.

7. **Auditing & File Archiving:** To undertake regular file and database audits, reporting findings to Line Manager. Ensure files are kept up-to-date both via the database and e-files in line with strict weekly timescales.
8. **Preparation for inspection:** Ensure all admin functions are compliant and assist the Executive Head Teacher / Manager in preparation for regulatory inspections and or tender submissions.
9. **Office Supplies:** Monitor and assist in the ordering and maintenance of office supplies, School literature and School uniforms, checking and distributing accordingly to ensure operational effectiveness.
10. **Office Maintenance:** In conjunction with appropriate manager assume responsibility for the maintenance and upkeep of the office and equipment, and to be responsible for maintaining an office directory of emergency contacts and contingencies.
11. **Petty Cash / Invoices:** Under direction of Line Manager, to assume responsibility for reconciliation of invoices and accurate recording and administration of petty cash funds in accordance with organisational guidelines.
12. **Diary Management:** Under the direction of the Line Manager to co-ordinate and circulate staff diary sheets according to guidelines.
13. **Office Cover:** To provide cover in the absence of other staff as directed.
14. **Attendance management** – follow up on absences.
15. **Quality Assurance** – to complete reports and audits in line with company KPI's.
16. **Recruitment** – to support with the recruitment process, adhering to company policy.
17. Work within the provisions of the Data Protection Act 2018, observing strict confidentiality in relation to all aspects of work undertaken.
18. Respond sensitively and professionally in supporting and maintaining professional relationships with colleagues and all contacts who work with the service.
19. To be aware of and work within the Company's health and safety policies, relating to the working environment and building security, reporting any issues promptly to immediate Line Manager.
20. To be aware of equal opportunities issues and to work positively towards anti-discriminatory and anti-racist practice.
21. Develop personal skills and capability through on-going training as provided internally by the company or externally subject to company approval and as agreed with your Line Manager.

ADDITIONAL RESPONSIBILITIES:

- The nature of the agency means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises where tasks, which are not specifically covered in the job description, have to be undertaken.
- On occasion, travel to other offices may be required to attend induction, training or meetings.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties, deemed appropriate by their Line Manager.