

# Compliance Manager

## Candidate Pack

**Salary:** (NJC) MAT 10, Scale Points 36 – 39 (£45,718 – £48,710)

**Contract Type:** Permanent

**Contract Term:** 37 hours per week/ All year round

**Location:** Palace Fields Primary School, Badger Close,  
WA7 2QW



# About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.



# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



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## Contract Type

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## Hours

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## Closing Date

1st August 2025

The Heath Family is centred on raising standards of achievement and aspirations for all students to the highest standard by developing and nurturing both primary and secondary academies.

We are part of a local strategy focussing on increasing choice and diversity in education encompassing innovative approaches to curriculum, teaching and learning, leadership and management.

We place an emphasis on talent management, developing leaders and enhanced professional development for all staff.

We also extend our impact in terms of raising standards of education for more young people and help break the cycle of underachievement and low aspirations which is a feature of significant parts of the Merseyside and Cheshire area.

The Heath Family Trust are seeking a dedicated Compliance Manager to join our central team.

Under the guidance of the Director of Infrastructure, the Compliance Manager is responsible for the management and development of facilities and services that support the core business and compliance of The Heath Family Trust (NW), and neighbouring schools within the trust.

The post holder will support the Director of Infrastructure by focusing on using best practice to improve efficiency, reducing operational costs while increasing productivity and maintaining compliance.

Areas of responsibility will include:

- Work towards and then ensure compliance is consistently at no less than 95% across the Trust using the compliance software.
- Liaising with the Trusts appointed Health and Safety Advisor to ensure high standards of health and safety and a minimum 95 audit score.
- Collective buying and booking of compliance and PPM services across the Trust.
- Ensuring caretakers and site managers work towards 'best practice' building and grounds maintenance.
- Assisting with ensuring physical security and safeguarding measures across the schools are suitable.
- Monitoring usage and seeking ways to reduce costs on estates related procurement and contract management.



# Job Description

## **Regulatory Compliance:**

- Staying informed about and interpreting relevant laws, regulations, and policies affecting the Trust and ensuring the schools within the Trust comply with these.
- Identifying potential areas of compliance vulnerability / risk and developing action plans for mitigation.
- Use of and monitoring of the Trust compliance management system to ensure all schools are not less than 95% compliance at all times.
- Assisting with any HSE visits and ensuring documentation is full and completed.

## **Health and Safety:**

- Ensuring compliance with health and safety regulations.
- Assisting in the development and implementation of health and safety procedures.
- Monitoring health and safety practices.
- Regulatory reporting for the schools.
- Completing RIDDOR reporting.

## **Policy Development and Implementation:**

- Assisting in the development of policies.
- Implementing internal policies and procedures to ensure compliance.
- Reviewing and assisting in updating policies regularly to reflect changes in regulations.

## **Support and Awareness:**

- Booking, communicating with stakeholders, and ensuring completion of compliance checks across the buildings within the Trust.
- Providing support to staff on compliance requirements and procedures.
- Raising awareness of compliance issues and promoting a culture of compliance.

## **Risk Management:**

- Identifying and assessing compliance risks.
- Assisting with the monitoring and completion of the risk and issues logs and learned lessons.
- Assisting in developing and implementing risk management strategies.

## **Auditing and Monitoring:**

- Conducting regular compliance audits and inspections alongside the Trusts appointed Health & Safety Advisor.
- Monitoring compliance with policies and procedures.
- Investigating and reporting compliance violations.

## **Data Protection:**

- Ensuring compliance with data protection regulations (e.g. GDPR) alongside the DPO.
- Protecting the privacy of student and staff data.

# Job Description

## Communication and Collaboration:

- Communicating compliance information to staff and stakeholders.
- Collaborating with other departments and external agencies.
- Working with legal counsel on compliance matters.

## Other:

- Assessing VFM against contracts and regular reviews.
- Keeping supplier checks updated and details available on the in-house system.
- Assist in development and implementation of PQQ checks on providers.
- Assistance with PPM schedules and organisation.

## Special Features

- The postholder will be required to travel to any schools within The Heath Family (NW).

## Supplementary Support

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

**This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.**

# Person Specification

PERSON SPECIFICATION – Compliance Manager		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
Have relevant experience of Health and Safety	X	
Minimum IOSH Managing Safely	X	
BSC certificates	X	
Experience of working to Policy and Procedures	X	
Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
Experience of working with third party service providers	X	
Competent in the use of Microsoft Office applications including Excel and Word	X	
Strong leadership and people management skills	X	
Understanding of safer recruitment in a school context		X
Experience of working in a school or other educational setting	X	
<b>Skills, Abilities and Personal Qualities</b>		
Ability to prioritise tasks, manage time effectively and meet deadlines	X	
Ability to cope effectively in a busy, demanding role	X	
Proven ability to maintain confidentiality in all aspects of work	X	
Ability to manage stakeholders and third-party service providers	X	
Excellent communication skills both oral and written	X	
Able to provide a high level of customer service to stakeholders	X	
Able to use own initiative within a busy, diverse team	X	
Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.	X	
Flexible approach to working hours and positive attitude to work	X	
<b>Suitability to work with children</b>		
Enhanced DBS clearance is required for this position	X	



# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application and equalities monitoring form to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** 1st August 2025 12 noon

**Shortlisting Date:** 1st August 2025

**Interview Date:** 8th August 2025