



Oak Trees Multi Academy Trust

MAT Compliance Manager Job Description

Job title: MAT Compliance Manager

Salary: £21,325 - £24,061 per annum

Contract type:

- Permanent Full time 30 hours per week (potential to move to full time in the future)
- 52 week contract
- BAND G SCP19
- 27 days holiday (plus bank holidays) with an increase to 32 days a year after five years of service

Reporting to: Chief Executive Officer, Chief Finance Officer and Trust Board

Main purpose: To support the Trust Board in ensuring operational compliance across the Trust.

Responsible for:

- Supporting operational compliance and consistency in a range of areas outlined below across all Trust schools
- Supporting academy compliance, including ensuring trust and school policies continually meet statutory requirements

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the Compliance Manager will perform, and are not intended to be an exhaustive list.

Job Context and Expectations of the Postholder

- This is a new and exciting post within an existing Multi Academy Trust
- The environment is sometimes pressurised so flexibility, a calm approach and a 'can-do' attitude are required to carry out the role effectively
- Positive interactions with staff across the Trust are an expectation
- Responsible to the CEO and CFO, the postholder must have the ability to prioritise, use initiative, be proactive and organise one's own workload whilst maintaining high standards
- The postholder must be proactive in keeping their professional knowledge up to date and have a commitment to personal and professional development
- It is crucial that all Oak Trees MAT staff adhere to and actively support trust policies
- To be the first point of contact for schools on compliance matters
- Staff should recognise that as the trust grows job roles will inevitably develop and change focus, and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development to support this.

Managing Trust compliance

The Compliance Manager will be responsible for supporting the efficient, effective and compliance management of the trust and its academies in a number of key areas, working in conjunction with the Trust CEO and CFO.

- Support trust-wide accountability and quality assurance procedures to enable compliance in a range of areas including health and safety, recruitment and data protection (GDPR).
- Identify, monitor and mitigate operational risks through effective work with school offices, Headteachers, other trust leaders and the CEO and CFO
- Support the Trust Board, Trust Executive Team, Headteachers and school offices to deliver the highest quality operational consistency across the Trust in a number of key areas

Policies and compliance

- Work alongside CEO and CFO to create Trust wide policies that are to be adopted by all schools
- To maintain an up to date register of policies
- To check compliance with policy and procedures on school and Trust websites
- Ensure that all staff have a clear understanding of relevant policies and procedures and the importance of putting them into practice
- Ensure that records are maintained and kept up to date including related party, conflict of interest, attendance at meetings etc
- GIAS and Companies House information is accurate and meets all compliance requirements
- Accurate information is kept on all Trustees, Members and Central management staff
- Cascade Trust wide updates throughout the Trust

Health and Safety

- The Operations and Compliance Lead will support the Trust schools to ensure that the trust remains compliant in all relevant legal and statutory responsibilities for health and safety.
- To support the CEO and CFO in ensuring that the trust, and each of its schools, meets its health and safety responsibilities in line with current legislation
- Ensure that reporting for health and safety at all levels is robust
- Produce and monitor a health and safety plan for training that ensures that staff and levels of governors, including Trustees and Members receive regular training
- Secure appropriate advice for the Headteachers on all Health & Safety matters with liaison with the Health and Safety contracted support
- 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
- Coordinate health and safety reviews and support
- Support schools in ongoing risk management and risk assessments
- Report to Trustees on health and safety matters which includes analysing accidents, near misses etc.
- Work with Health and Safety providers to coordinate audits and FRAs and monitor outcome and actions to address
- Work with Facilities Management (FM) providers to ensure all checks are complete and contractor lists are maintained
- Work with FM, CEO and CFO to address plans from 3-year building condition plans

- Develop shared drive for H and S

HR and Recruitment

- Ensure that appropriate checks are in place for pre-employment, such as DBS, ID checks etc.
- Ensure Single Central Records are consistent across the Trust schools
- Support office staff with Job Descriptions, M23s etc.
- Develop a shared drive for HR documentation and policies
- Develop with the CEO MAT induction policy and procedures and ensure that these are delivered across the Trust
- Support schools in ensuring recruitment is consistent
- Develop and implement a MAT recruitment strategy with the CEO
- Update and coordinate the use of MAT recruitment strategy and paperwork
- Ensure all job adverts are collated on the MAT and schools websites
- Monitor recruitment processes at schools to ensure consistency and compliance with MAT policies and procedures
- Develop MAT recruitment branded paperwork and adverts etc.
- Develop shared drive for recruitment paperwork and policies
- Support safe recruitment procedures for the trust and its academies

GDPR

- Coordinate GDPR provision across all schools and the Trust working with external providers
- Ensure GDPR policies for schools and the Trust are up to date and displayed on websites
- Coordinate GDPR training across the Trust at all levels
- Support schools and the Trust in dealing with Freedom of Information Requests and Subject Access Requests
- Coordinate Trust Data Impact Assessments
- Coordinate Trust and school GDPR audits and ensure all aspects are addressed
- Provide updates from Judicium to Trust and school staff
- Support schools to implement all aspects of GDPR
- Develop a shared drive for GDPR with key documents and policies for all staff

Estates - Facilities Management

- Attend all FM termly meetings with CEO and CFO and act as a liaison between the Trust, FM provider and academies
- Ensure arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and ensuring arrangements are in place to deal with emergency repairs or call outs for all schools working with school offices and EWFM
- Ensure that critical incident plans and disaster recovery plans are in place for closure or partial closure of schools for Covid or other reasons

Safeguarding

- Ensuring that academies have access to high quality safeguarding training, and that each academy has a full complement of staff and governors trained at appropriate levels, as outlined in statutory guidance
- Monitoring the quality of safeguarding record keeping, including the single central record, in each academy to ensure that it is of a high standard
- Supporting each academy to ensure that school websites are compliant with requirements re. publication of information
- Maintaining a strategic overview of trust and academy policies, and acting in a timely manner to update policies as required by changes in legislation or guidance and ensure updates are swiftly shared with schools

Equality and Inclusion

Oak Trees Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will require an Enhanced DBS check. We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.



Oak Trees

MULTI ACADEMY TRUST

Person Specification – MAT Compliance Manager

Qualifications/Background	Essential/ Desirable
Appropriate, degree-level qualification in relevant area (e.g. Business Management etc.)	E
Good core skills in English and mathematics, evidenced by minimum of Grade 'B' at GCSE level (or equivalent)	E
Knowledge, understanding and management experience	Essential/ Desirable
Possesses a broad range of business/managerial skills and knowledge, including a good understanding of the principles of operational strategic planning	E
Strong report writing skills	E
Experience of monitoring compliance and of internal controls in previous roles	E
Understanding of health and safety regulations and compliance	E
Knowledge of strategies for effective marketing and communications	E
Knowledge of recruitment practices and willingness to lead the MAT recruitment strategy across the Trust and its schools	
Knowledge of GDPR expectations and procedures	E
Understanding of the importance of compliance with statutory frameworks including HR, GDPR, recruitment and health and safety	E
Has a high level of IT competence, including using common applications (e.g. Word, Excel, Outlook) effectively and conducting focused research to gather further information	E
Has experience of implementing new software systems and learning new software packages	E
Demonstrates very strong organisational and administrative skills	E
Demonstrable track record, through previous work, work experience or study, of ability to think strategically, recognise challenges and identify solutions	E
Appreciates the importance of effective safeguarding practice in schools	E
Shows willingness and potential to develop skills in managing people, as required in an expanding organisation	D
Understanding of academies programme and the purpose and functions of a multi-academy trust	D
Personal and professional qualities	Essential/ Desirable
Enthusiastic about the opportunity to work within a rapidly expanding organisation, growing and developing the Operations Manager role in line with the trust's growth	E
Good interpersonal skills with the ability to communicate clearly and confidently with different management levels within the organisation	E
Approachable and professional demeanour	E
Capacity to work under pressure and meet key deadlines	E
Ability to analyse and summarise information from meetings or research, and present findings effectively orally and in writing	E
Shows commitment to own professional development and willingness to undertake additional training as required	E
Ability to manage own time effectively and use own initiative, as well as responding well to senior leaders' instructions	E
Team player, personable, emotionally intelligent with a sense of humour	D
Special requirements	Essential/ Desirable
Be sympathetic to aims, values, ethos and distinctiveness of Oak Trees MAT and its academies	E
Able to travel across the Trust to carry out duties	E