

Role Profile: Compliance Administrator

Akeley Wood School

Purpose

The Compliance Administrator provides comprehensive administrative support for the recruitment and training processes for Akeley Wood Junior and Senior Schools. They will provide an efficient and exemplary administrative service for all employee operations including recruitment and onboarding, new starter training and induction, offboarding leavers, maintaining employee and training databases and general administrative support as required by the Head Teacher, Heads of Schools and Business Manager.

Key Accountabilities

Recruitment Administration

Responsible for compliance in all areas of administration relating to recruitment cycle and onboarding of staff, third party contractors and volunteers where necessary, with high accuracy and attention to detail. This includes, but is not limited to recruitment approval processes, all pre-start safeguarding checks and offboarding processes for staff who are exiting the school.

Single Central Register (SCR) Champion

Responsible for completion and accuracy of the schools Single Central Register, ensuring that necessary information for all staff, contractors and volunteers is complete, and ensuring that any updates to information are actioned within defined time frames.

Training Champion

Responsible for ensuring completion of all mandatory staff training in compliance with requirements and that accurate records are kept and updated within defined time frames.

General Administration

To assist with all general administration in a way which is compliant with UK-GDPR including but not limited to; maintaining accurate physical and electronic personnel files / databases, supporting with staff absence administration, note taking and any other general compliance administration as directed by the school leadership team.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communications skills, with the ability to construct and adapt appropriate communications to stakeholders and customers • IT skills including working knowledge of Microsoft Office, Excel. • Strong administration and organisational skills • Has a great eye for detail is accurate and meticulous in checking and maintaining records with systems and paper records. • Is confident, articulate and has clear communication skills and able to relate with stakeholders and customers. • Excellent customer-facing and interpersonal skills. • Numerically and grammatically accurate. • Note taking skills • Ability to work agilely and remain calm under pressure and when working to tight deadlines. 	<ul style="list-style-type: none"> • Familiar with recruitment and onboarding processes for employees and 3rd party staff in a school environment.
Experience	<ul style="list-style-type: none"> • Experience with data processing and compliance. • Experience of working in an agile way with time sensitive deadlines. • Experience of working in an office-based role. 	<ul style="list-style-type: none"> • Experience of working in a school or education provider. • Previous experience of working in a compliance role • Familiar with UK-GDPR Requirements
Other	<ul style="list-style-type: none"> • Exemplary levels of confidentiality and professionalism. 	

Key Stakeholders:

Internal

- Head Teacher, Heads of School and Senior Leadership Team
- Business Manager, Administrations Manager and Administration Team
- Facilities and Site Management Staff
- Regional HRBP
- Cognita School Support

External

- External Applicants
- Third party contractors and volunteers
- 3rd Party organisations e.g. candidates previous employers / DBS

Signed.....

Date.....