



Compliance Assistant

Candidate Information Pack

Closing Date: 12.00pm, Tuesday 10th February 2026



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Welcome from the CEO

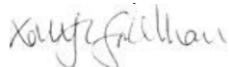
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Compliance Assistant

Job Title: Compliance Assistant

Location: Spark Education Trust office at Whinstone Primary School (Ingleby Barwick)

Start Date: As Soon As Possible

Actual Salary: £23,393.80 to £24,306.98 (Grade F, SCP 7 to 8)

Hours of Work: 37 hours per week, term time plus 10 days (part time considered for an outstanding candidate)

Contract Type: Permanent

Closing Date: 12.00pm, Tuesday 10th February 2026

Interviews: Wednesday 18th February 2026

About the Role

Spark Education Trust is seeking an enthusiastic and experienced candidate to join us as a Compliance Assistant.

This new post will provide administrative and technical support to the Operations Team in matters relating to compliance across GDPR, Health and Safety, and training. You will provide support to ensure the trust remains compliant with all statutory and legislative requirements; also considering best practice.

You will assist in carrying out internal compliance checks and supporting the Data Protection Officer with the process of providing responses to subject access and freedom of information requests.

You will also provide the Director of Estates with administrative support to ensure good practice in records management and retention across the trust - specifically surrounding legionella and asbestos.

Previous experience of working in Health and Safety and GDPR is not required but you must possess excellent communication and organisational skills, enabling you to build effective working relationships with colleagues at all levels. Essential requirements for this role include proven experience in report writing and the professional presentation of information. The ability to work accurately and autonomously, delivering results even under pressure and on your own initiative is also a key requirement.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk, Katy Riley, Chief Finance and Operations Officer.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

Job Title	Compliance Assistant
Salary Range	Grade F, SCP 7 to 8
Reporting to	Director of IT
Job Purpose	
<ul style="list-style-type: none">• To provide administrative and technical support to the Operations Team in matters relating to compliance across GDPR, Health and Safety, and training.• Prepare reports and provide assistance to the Operations Team.• Support the Operations Team to ensure the trust is compliant with all statutory legislative requirements; also taking into account best practice.	

Job Summary

Data Protection

- Assist the DPO to ensure the trust's information governance processes and practices are regularly followed.
- To manage shared inboxes and act as a point of contact to receive requests for advice from staff in relation to data protection issues - escalating queries as appropriate to the DPO.
- Provide administrative support to the DPO in the process of providing responses to Subject Access Requests, under the Data Protection Act 1998, (including redaction) and Freedom of Information, (or any successor legislation) requests.
- Support the DPO in monitoring compliance with the data protection legislation across the trust.
- Assist with administrative support to ensure good practice in records management and retention across the trust.
- Provide administrative support to the compliance lead/DPO on data breach incidents.
- Assist in the preparation of training for staff on data protection requirements and monitor training completion by accurately updating training records.

Compliance

- Provide administrative support to collate information for reports and returns to statutory bodies.
- Assist in carrying out internal compliance checks to ensure that academies and the central team are working to trust policies, procedures and practices, including statutory requirements.
- Keep a register of all trust policies and their review dates, ensuring policies are reviewed by the appropriate nominated officer and taken to the executive/trust board for approval.
- Circulate policies to all key stakeholders once the executive/board has approved them.
- Produce summary reports and data to demonstrate that statutory requirements are being met.
- Assist in ensuring that academy websites and the trust website are compliant with all statutory requirements.

Health and Safety

- Provide the Director of Estates with administrative support to ensure good practice in records management and retention across the trust - specifically surrounding legionella and asbestos.
- Assist in the preparation of training for staff on health and safety requirements and monitor training completion by accurately updating training records.
- Produce summary reports and data to demonstrate that statutory requirements are being met.

General

- The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake other appropriate duties within the context of the job, skills and grade.

Safeguarding

- To safeguard and promote the welfare of children for whom you have responsibility for or come into contact with, to include adhering to all specified procedures.

Person Specification

Job Title: Compliance Assistant

Qualifications	Essential	Desirable
GCSE Maths and English at Grade C or above.	✓	
Willingness to participate in training and development opportunities.	✓	
Hold, or be working towards Level 3 qualification in relevant discipline (Administration, Compliance, Health and Safety etc).	✓	
Experience	Essential	Desirable
Demonstrable administrative experience which includes maintaining efficiently accurate records.	✓	
Experience of writing reports.	✓	
Experience of providing advice and support to key stakeholders on good practice.	✓	
Experience of working in an office environment as part of a team.	✓	
Experience of working with and for a senior team.		✓
Experience of compiling responses to SAR and FOI requests.		✓
Experience of academy statutory and regulatory framework(s).		✓
Skills and Knowledge	Essential	Desirable
Excellent literacy, numeracy, communication and presentation skills.	✓	
Excellent organisational skills.	✓	
Proficient in Word and Excel or similar software.	✓	
Ability to build effective working relationships with colleagues at all levels.	✓	
Excellent planning, prioritising and organisational skills.	✓	
Ability to command confidence, credibility and maintain strict confidentiality in all matters	✓	
Knowledge of record management.		✓
Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector.		✓
Knowledge of the requirements of the ATH, UK Data Protection laws, Freedom of Information Act.		✓

Knowledge of information governance standards i.e. Processing of Subject Access Requests; Freedom of Information Requests, Information Security; Data Protection and Confidentiality; Corporate Information Assurance.		✓
Knowledge of relevant national policies, Information governance principles and processes relating to the security, integrity and confidentiality of public and staff information.		✓
Knowledge of Health and Safety regulations		✓
Personal Qualities	Essential	Desirable
Professional and approachable.	✓	
Self-motivated.	✓	
Flexible.	✓	
Commitment to working as part of the team and supporting the vision and aims of the Trust.	✓	

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk, Katy Riley, Chief Finance and Operations Officer.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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Interviews to be held: Wednesday 18th February 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.