

Job Description

Job Title: Compliance Co-ordinator

Location: Inspiration Trust Central Services

Job title	Compliance Co-ordinator
Salary Scale	Scale E
Hours of Work	Full time - 37 hours per week
Weeks Worked	52 weeks – full year
Responsible to	Director of Estates
Location	Inspiration Trust Central Services

Main purpose of the role

- To monitor and develop the use of the ‘Smartlog’ platform for compliance and reporting.
- To provide excellent administrative and clerical support in regard to all areas of Estate management.
- To support innovation and project work to drive forward the performance of the department.

Organisational relationships

- Responsible to the Director of Estates
- Team working with Area Estates Managers and Senior Area Estates Manager;
- Direct liaison with a range of stakeholders including Inspiration Trust staff, Governors Academy Committee members, contractors, visitors and regulatory officials.

Principal accountabilities and responsibilities

Administration	<ul style="list-style-type: none"> • Supporting all elements of Estates administration and coordination. • Ensure compliance through excellent operational management of the Smartlog portal which will include data related to training, incidents, issues and policies. • Supporting colleagues in relation to projects. • To undertake a range of administrative duties using relevant technology. • Maintain up to date knowledge on best practice in regard to Health and Safety. • Provide training and support to upskill managers and colleagues in regard to the Smartlog portal. • Maintaining trackers in regard to project management. • Prepare and monitor date and reports in regard to areas relevant to the Estates department. • Analyse reports highlighting trends in preparation for meetings. • Support legal compliance in all activities. • Ensuring Equality and Diversity are embedded in all activities. • Researching and appropriate use of resources and technology to enable innovation and improved ways of working. • To offer a professional and courteous service to all stakeholders. • Supporting the implementation of new procedures and procedural updates.
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	<ul style="list-style-type: none"> • To respond promptly and efficiently to all enquiries. • To undertake scanning / photocopying, electronic filing and emailing as appropriate. • Ensuring exceptional attention to detail. • To undertake any other duties of an administrative / coordination nature and any other duties that are within the scope of the post as determined by the Line Manager.
Organisation	<ul style="list-style-type: none"> • To ensure that deadlines are met. • To ensure the accuracy of all information. • Organising and prioritising own work to the successful achievement of targets and objectives.
Safeguarding	<ul style="list-style-type: none"> • To commit fully to the safeguarding agenda.
Communication	<ul style="list-style-type: none"> • To act as a role model for the department. • To act as the first point of contact for visitors and contractors as required. • Provide a customer-focused service to colleagues. Responding promptly to queries received. • To maintain own mailbox efficiently. • To maintain excellent communication with stakeholders.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills/GCSE (or equivalent) Maths and English grade 5 or above 	<ul style="list-style-type: none"> • Will have experience in a similar role or qualified to level 5 • Health & Safety qualification at level 2 or above
Experience	<ul style="list-style-type: none"> • Experience of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner. • Fully competent with Microsoft Office 365 and using IT packages relevant to the role. • Administration experience in a busy office. • Strong verbal and numerical reasoning ability. • Experience of compiling reports and analysing data. • Experience in communicating at all levels of the organisation. 	<ul style="list-style-type: none"> • Experience of working in an education setting.
Skills, Knowledge	<ul style="list-style-type: none"> • Excellent attention to detail. • Ability to work on own initiative. • Effective decision-making skills. • Able to build good working relationships with stakeholders. • Ability to work constructively and flexibly as part of a team. • Ability to work well under pressure. 	<ul style="list-style-type: none"> • Good understanding of Health and Safety legislation to ensure the Trust meets legislative requirements. • Knowledge and behaviours that support diversity,

	<ul style="list-style-type: none"> • Ability of demonstrate a professional, confident and 'can do' attitude. • Can meet deadlines by effective planning and time management. • Calm and courteous approach. • Good communication skills, both written and spoken. 	<p>equality and inclusive practice.</p> <ul style="list-style-type: none"> • Driven to continually improve service provided
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Signature

Date