



Warrington Primary Academy Trust

JOB DESCRIPTION

NAME:	Vacant
POST TITLE:	Compliance Manager
GRADE:	Grade 7 to 8 (dependent upon experience)
RESPONSIBLE TO:	Chief Operations Officer
RESPONSIBLE FOR:	Senior Administrator (Governance & Policy); Clerks team.
JE REF:	A11489

OVERALL PURPOSE OF THE JOB

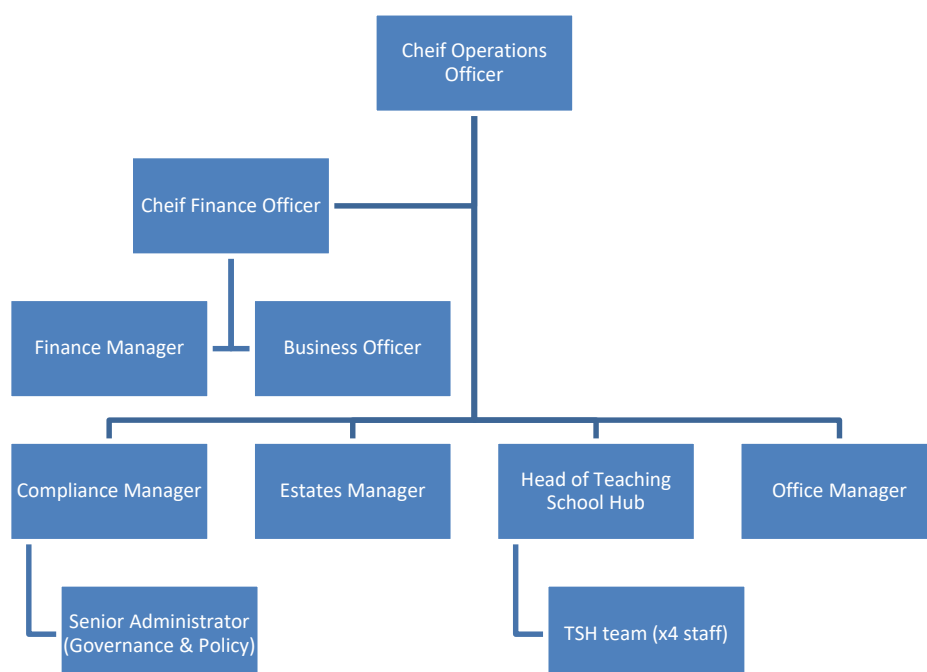
This is a newly created role in central services. To work closely with the Chief Operations Officer and other senior leaders in Warrington Primary Academy Trust (WPAT) to ensure effective and efficient delivery of core central services functions to the multi-academy trust. Specifically focusing on personnel, governance, data, policy and systems compliance to protect WPAT's integrity as the organisation continues to develop.

CONTEXT

- The post is initially offered on a fixed term contract of 1 year.
- The post is 37 hours per week all year round.
- The office base is Evelyn Street Primary School; travel to school sites will be required.
- Strong self-organisational skills are required to prioritise with an ability to set clear systems and processing in place, and an excellent approach to communication are key attributes of the postholder.

This role is part of a central services team that currently services 9 primary schools across Warrington, Halton and Frodsham. WPAT is actively seeking to grow the

number of schools in its community. WPAT will be developing a new all-through school to year 11 in 2026. The central services team structure is:



MAIN ELEMENTS OF ROLE

Governance

- To line manage the Senior Administrator (Governance & Policy) in order to ensure a high quality governance support service is provided in:
 - The recruitment, administration, training and guidance to the Board and all governance committees in the MAT.
 - Ensuring practices and processes of governance are compliant and fit for purpose as WPAT develops.
 - Maintain updated trust and LGB governance registers with 100% statutory compliance.
 - Maintain 100% compliance of statutory website governance information.
- To support in the servicing and preparation of governance reporting and meetings including coordination of clerking services.
- Ensure an effective policy tracker is in operation so all policy and procedures are maintained and monitored by key officers in a timely cycle of review and reporting.
- To maintain an up to date scheme of delegation.

Data

- To manage the service level agreement with a specialist DPO service.
- To coordinate GDPR compliance, data access requests and data breach response.

- To conduct data audits in schools and training of staff to ensure consistent application of data management practices.
- To coordinate data storage protocols across the MAT.
- To be a member of WPAT wide IT Group.
- To coordinate the scheduling and testing of emails and computer systems.

Risk

- To oversee WPAT's Risk Register and update on a termly basis.
- To liaise with external advisers to coordinate investigations, tribunals and complaints as per WPAT policy and procedure.
- To manage the review and updating of contingency and risk planning, drawing in expertise from across WPAT and externally as required.

Personnel

- To administer the service level agreement with WPATs HR advisors and suppliers (e.g. job evaluations).
- To maintain the central services team single central records and processes.
- To administer recruitment processes for the central services team and headteachers.
- To monitor the academies HR practices and proactively identify continual improvements in processes and record keeping, including the accuracy of the single central record.
- To support WPAT leaders in maintaining good communication with HR stakeholders including unions and staff wellbeing suppliers.
- To compile reporting on key HR practices and identify trends in order to promote good management of the well-being and workload of staff (e.g. sickness and absence reporting).
- To conduct exit interviews of WPAT staff and report on trends.

Systems Management

- To ensure processes and procedures in support services uphold appropriate standards through advice, monitoring and design, including safeguarding and health and safety.
- Conduct quality assurance and sampling including annual internal compliance audits across academies.
- To compile and manage communications for key calendars including governance and school improvement.
- To work closely with other central services teams and academy staff to ensure clear communication and lines of accountability.
- To be an administrative user of organisational wide digital services (website, social media).

Policy & Returns

- To be responsible for ensuring the collation, validation and submission of statutory non-financial returns and audits (relevant to your areas of responsibility) and act as a key contact with the relevant bodies.
- To assist in preparing for external audits and inspections.
- To guide Headteacher to produce accurate and timely school statutory returns.

Professional Curiosity

- Maintain up to date and relevant professional memberships and undertake regular training and development.
- To maintain a presence in local and national professional networks and through these ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.

General Activities

- To contribute to the overall ethos, values and aims of WPAT.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To ensure confidentiality and secure transfer of materials, documents and information at all times, in accordance with data protection legislation.
- To ensure the wellbeing of pupils and staff is prioritised and supported.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings as required.
- To develop constructive relationships and communicate with other agencies and professionals.
- To undertake any other duties commensurate with the grade as directed by your line manager or the CEO.
- In addition to the above, please note that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification: Compliance Manager

QUALIFICATIONS & SKILLS

Specification	Essential / Desirable	Assessment Method (A/I/P)
Strong communication skills for internal and external stakeholder engagement.	E	A/I/P
Excellent organisational and project management skills.	E	A/I
Degree and / or equivalent relevant professional qualification.	D	A
Membership of a relevant professional body.	D	A
Good core skills in English and mathematics	E	A
Strong IT literacy.	E	A/I

EXPERIENCE & KNOWLEDGE

Specification	Essential / Desirable	Assessment Method (A/I/P)
Possesses a broad range of business / managerial skills and knowledge, including a good understanding of the principles of operational planning.	E	A/I/P
Knowledge of data protections legislation and procedures	E	A/I
Experience of line management.	E	A/I
Clearly demonstrates setting and sustaining high standards to their work.	E	A/I/P
Knowledge of the DfE Trust Handbook, company & charity law, statutory education policy and governance best practice.	D	A/I
Knowledge of working within education or similar fields.	D	A
Understanding of how to work effectively and efficiently in a regulated environment.	D	A/I
Ability to advise, challenge and influence with integrity.	D	A/I
Direct experience in governance / compliance.	E	A/I
Experience of compiling reports and analysing trends.	E	A/I

Specification	Essential / Desirable	Assessment Method (A/I/P)
Experience of handling sensitive and confidential information.	E	A
Experience of using management information systems.	E	A/I
Appreciates the importance of effective safeguarding practice in schools	E	A/I/P
Experience of working with those at a governance level.	D	A/I

PERSONAL QUALITIES

Specification	Essential / Desirable	Assessment Method (A/I/P)
Able to operate in a values based environment.	E	A/I/P
Demonstrates a high attention to detail.	E	A/I/P
Growth mindset with ability to improvement systems and processes.	E	A/I/P
A change leader who is proactive, adaptive, and able to influence across diverse sites.	D	A/I
High integrity and discretion.	E	A/I
Excellent stakeholder communication.	E	A/I/P
Track record of the ability to think strategically, recognise challenges and identify solutions	D	A/I
Enthusiastic about the opportunity to work within a rapidly expanding organisation.	D	A/I
Capacity to work calmly under pressure and meet key deadlines	D	A/I
Enjoys working with a team.	D	A/I
Commitment to safeguarding and equality.	E	A/I
To hold a full driving license and have access to transport - as travelling between sites will be required.	D	A