



# MacIntyre Academies

Compassion - Ambition - Partnership

## Candidate Pack Compliance Manager



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# Welcome

Dear Applicant

Thank you for your interest in the role of Compliance Manager. This is an exciting opportunity for an ambitious professional who wants to play a key role in helping shape the success of a very special multi academy trust. We believe that all young people regardless of ability or difficulty deserve the very best education and the chance to fulfil their potential in life.

As the Compliance Manager you would support our school business functions to ensure they comply with all statutory guidance as well as internal policies, so that they can focus on what we are here to do; make a difference to the lives of vulnerable young people.

Values, ethos and behaviours are as important as skills and experience; we want to hear from passionate people who value their contribution to a wider team in achieving our mission.

So, if you share our values and passion for helping young people succeed then this might be the right job for you.

I look forward to reading your application and meeting you in person.

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Best Wishes

Gemma Deehan  
Head of Operations

# Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

## Putting children and families first

As our vision suggests, our pupils and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all pupils to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our young people.

We are proud of our Compassionate Curriculum which supports pupils to become more resilient, and fosters positive relationships between pupils and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

## Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that children, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of children and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

## Our people are at the heart of our success

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for Teachers and support staff

# Our Core Values

**Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.**

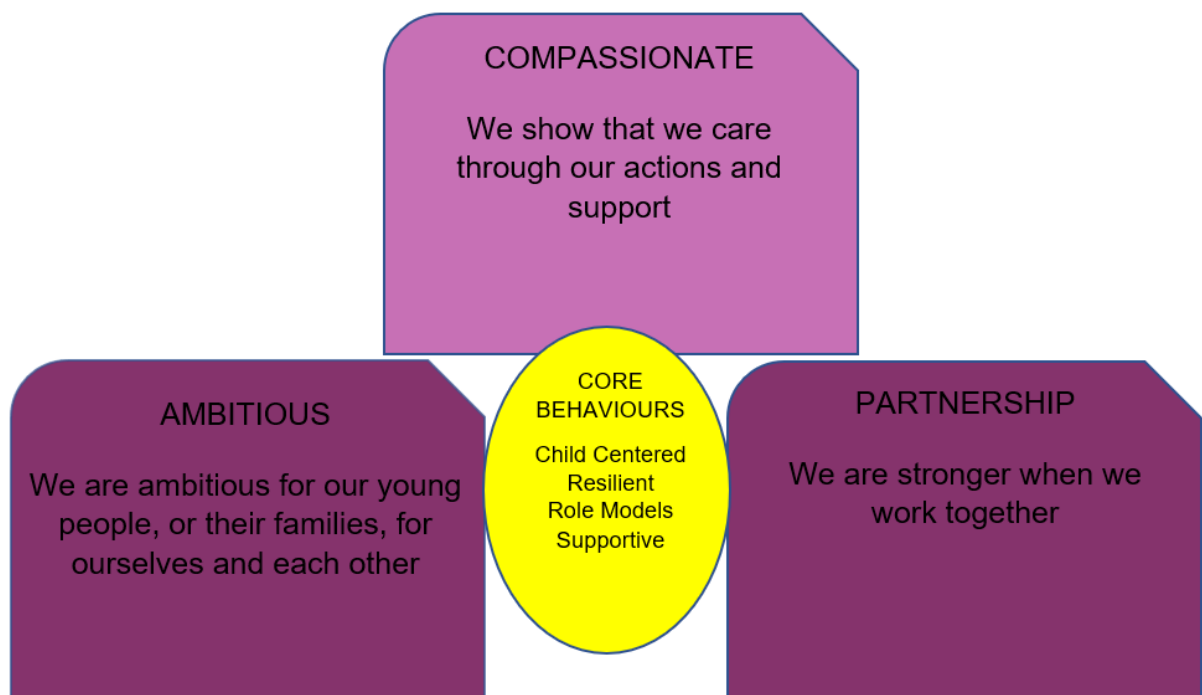
## *What is our DNA? Why is it important?*

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

## *What does the DNA mean for me?*

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.





# Our Core Values

## Our value: Compassion



- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders

## Our value: Ambition



- We are ambitious for young people, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for young people to thrive and take personal accountability for everything we do.

## Our value: Partnership



- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help young people overcome challenges day practices

# Our Academies

## Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for children and young people (aged 8 to 19) with autism and learning difficulties who are in need of specialist education, care and support.

In addition, the academy offers flexible residential opportunities including 52-week, term time, weekly and shorter placements in the onsite Children's Home, Endeavour House. An extended curriculum enables children to take part in after school activities as well as during the weekend, and the school holiday periods.



## Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for children and young people, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

## Quest Academy, Rugby

Quest Academy is for children and young people, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



## Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for children and young people aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 students and is based in Henley-in-Arden, Warwickshire



# Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK ([www.gov.uk](http://www.gov.uk)) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



# The Role

**Job Title: Compliance Manager**

**Salary:** £37,657.83- - £46,160.69 per annum FTE\* MAT Pay Scale G-H, points 37-44)

**Location:** Milton Keynes with regular travel to Oxfordshire and the West Midlands ( and any new schools) as required.

**Hours of Work:** 38 hours per week, Full Time ( All Year round)

**Closing Date:** 8<sup>th</sup> August 2025

**Interviews:** 19<sup>th</sup> August 2025 in Milton Keynes

**Start Date:** TBC

**Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.**

## About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 and is a residential academy for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

## The Role

As a small but growing Trust, we are currently seeking an experienced Compliance Manager to join our Central Support Team who services to all four schools within our Trust.

This is an exciting time to join our team, you will work closely with the Governance Officer to facilitate effective compliance, supporting our Academy leaders and building relationships with a range of stakeholders as you do so. You need to be flexible to follow the demands of a busy Trust. Our employees are passionate about working for MacIntyre Academies which was reflected in our employee engagement results this year and in all past surveys.

Reporting to the Head of Operations and in conjunction with the Group Director, you would support our school business functions to ensure they comply with all statutory guidance as well as internal policies, so that they can focus on what we are here to do; make a difference to the lives of vulnerable young people. You will be responsible for ensuring the efficient, effective compliance management of the Trust and its Academies in a number of key areas.

Based in Milton Keynes, this role requires regular travel throughout the business and our Academies based in Oxford, Rugby, Henley-in-Arden and Nuneaton for which appropriate reimbursement will be made.

## About You

You will have relevant experience in Compliance in a Education setting.. With experience of supporting managers to improve working practices, and the ability to work at all levels in the organisation and hold senior leaders to account.

You will be able to build strong partnerships with external stakeholders.

You will have a positive, can do attitude and be proactive in problem solving and maintain a professional manner at all times.

You will need to have a good understanding of IT and be confident working with different technology systems.

A strong team player with a sense of humour, you will have excellent communication skills, a can-do attitude and be confident to work independently with guidance. You will also have a keen eye for detail and a positive engaging manner.



# Job Description

## Reporting to:

Head of Operations

## Purpose:

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

This role requires regular travel throughout the business for which appropriate reimbursement will be made.

## Key Responsibilities and Duties:

- Develop a framework including audit activity which supports Trust-wide accountability and quality assurance procedures to enable compliance in a range of areas including Health & Safety and Data Protection (GDPR).
- Identify, monitor and mitigate operational risks through effective work with academy offices, Principals, other Trust leaders and the CEO and Head of Operations.
- Manage compliance software for the Trust and develop the use of such software to enable the Trust to be able to always have a clear overview of compliance and enable ease of monitoring for Trustees, Executive Leaders and Principals.
- Use information from a range of sources to compile Quality and Compliance Dashboard reporting to Local Advisory Boards, the Executive Team, and Trust Board as required

### Policies and compliance

- Ensure any regulatory, legal or statutory updates (e.g. KCSIE or Academy Handbook updates) are reviewed, communicated appropriately and fed through policies and procedures
- Ensure websites meet compliance standards
- Maintain a clear risk register for presentation to all stakeholders
- Ensure GIAS and Companies House information is accurate and meets all compliance requirements
- Coordinate responses to key external stakeholders on all compliance matters
- Ensure compliance on key statutory processes such as tribunals and co-ordinate from a Trust perspective to ensure standardised consistent practise.
- Work with the Governance Professional to ensure all Trustees are supported to fulfil their duties and responsibilities, and all compliance standards are met.

### Health and Safety

*The Operations and Compliance Lead will support the Trust to ensure that all academies are compliant in all relevant legal and statutory responsibilities for health and safety.*

- To support the CEO and Head of Operations in ensuring that the Trust, and each of its academies, meets its health and safety responsibilities in line with current legislation, and policies are reflective of this.
- 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 Principals on all Health & Safety matters with liaison with the Health and Safety contracted support
- Ensure academies 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
- Support academies 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, WRA and FRAs and monitor outcome and actions to address

# Job Description

## GDPR

*The Compliance Manager will act as the DPO and coordinate GDPR provision across all academies and the Trust working with external providers*

- Ensure GDPR policies for academies and the Trust are up to date and displayed on websites
- Coordinate GDPR training across the Trust at all levels
- Support academies and the Trust in dealing with Freedom of Information Requests and Subject Access Requests
- Coordinate Trust Data Impact Assessments and ROPAs
- Coordinate Trust and academy GDPR audits and ensure all aspects are addressed
- Support academies to implement all aspects of GDPR
- Develop a shared drive for GDPR with key documents and policies for all staff

## **Additional Duties:**

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.
5. To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
6. To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
7. To undertake any other reasonable tasks as are required at the discretion of the HR Manager.

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by MacIntyre Academies Trust according to the normal practice of the Trust.





# Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Good standard of Education</li> <li>• Be able to build strong partnerships with external stakeholders</li> <li>• Experience of supporting managers to improve working practices</li> <li>• Demonstrative excellent written and verbal communication skills</li> <li>• Excellent interpersonal skills and maintain a professional manner at all times</li> <li>• Ability to effectively support the management of change.</li> <li>• Ability to think and respond creatively, positively and with flexibility</li> <li>• Be competent with IT</li> <li>• Ability to work at all levels in the organisation and hold senior leaders to account</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained in the Education or Care Sector</li> <li>• Experience of working in a geographically dispersed organisation</li> <li>• Knowledge of factors that may impact compliance</li> <li>• Knowledge of the relevant legislative and regulatory requirements required in the Education/Care Sector</li> <li>• Understanding of Compliance information systems and Compliance technology</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• The personality and qualities necessary to develop and maintain effective working relationships.</li> <li>• A positive, engaging and enthusiastic manner which is effective in promoting MacIntyre Academies as an employer, the recruitment and retention of staff and motivating staff teams.</li> <li>• The belief that people with learning disabilities or autism have a right to participate in making decisions about the services they receive.</li> </ul>	
Additional Criteria	<ul style="list-style-type: none"> <li>• This role requires regular travel throughout the business for which appropriate reimbursement will be made.</li> <li>• Current driving licence is not essential for the role but is desirable.</li> </ul>	

# Competencies

Professional Qualities: Respecting and Understanding Others	<ul style="list-style-type: none"> <li>• Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions.</li> <li>• Treats children and young people we support and colleagues with respect, dignity, honesty and equality.</li> <li>• Adapts their working style and level of support to an individual's needs or wishes.</li> <li>• Work cooperatively with colleagues and assist when they need support.</li> <li>• Value the different contributions that people can make within a team.</li> </ul>
Professional Qualities: Influential Communication	<ul style="list-style-type: none"> <li>• Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour.</li> <li>• Listens actively and display enthusiasm in their communication.</li> <li>• Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.</li> </ul>
Professional Qualities: Facilitating Success and Improvement in others	<ul style="list-style-type: none"> <li>• Use encouragement, praise and appropriate direction as necessary.</li> <li>• Support, motivate and inspire others to try new tasks or activities.</li> <li>• Seek assistance appropriately and receive feedback from others.</li> </ul>
Professional Qualities: Supporting Learning and Teaching or Care in an Educational Setting	<ul style="list-style-type: none"> <li>• The Candidate must be able to demonstrate the ability to:</li> <li>• Is ambitious, has consistent and high expectations of staff and pupils</li> <li>• Demonstrates personal enthusiasm for and commitment to the learning process</li> <li>• Demonstrates the principles and practice of effective learning and teaching</li> <li>• Initiates and supports research and debate about effective learning and teaching</li> <li>• Provides appropriate support intervention based upon a detailed knowledge of individual pupils</li> </ul>
Professional Qualities: Results and Quality Focus	<ul style="list-style-type: none"> <li>• Completes work to a high standard, focusing on the needs of the children and young people we support.</li> <li>• Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'.</li> <li>• Looks for continual improvement in own performance and in the performance of others.</li> <li>• Work to agreed policies and procedures.</li> </ul>
Professional Qualities: Problem solving and Decision Making	<ul style="list-style-type: none"> <li>• Is able to collect, interpret and evaluate information</li> <li>• Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities.</li> <li>• Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.</li> </ul>
Professional Qualities: Resilience to Change and Challenges	<ul style="list-style-type: none"> <li>• Is open to change and embracing new developments / initiatives</li> <li>• Adapts well in new and unfamiliar situations responding to changing plans quickly</li> <li>• Works independently without direction</li> <li>• Is resilient and copes well in emergency situations</li> </ul>
Professional Qualities: Personal Development	<ul style="list-style-type: none"> <li>• Is committed to achieving high standards for their own self-development</li> <li>• Is able to reflect on self-development needs and address them.</li> <li>• Meets agreed development action plans as agreed with line manager.</li> <li>• Achieves positive feedback from peers, senior colleagues and external stakeholders.</li> </ul>

# How To Apply

**Come join us!**

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

[hr@macintyreacademies.org](mailto:hr@macintyreacademies.org)



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