

Candidate Brief for the position of
Compliance & Operations Manager

Newton
PREP

Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022



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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.


Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

The Compliance & Operations Manager reports to the Bursar and will play a pivotal role in the planning, managing and driving of various workstreams across the school including regulatory compliance and promoting the rental of school facilities to third parties.

This position requires a customer facing, proactive approach to ensure the smooth and efficient operation of the school in support of the teachers and admin staff, regulatory compliance, health and safety, and other aspects that impact school life.

The Compliance & Operations Manager will also work closely with the Facilities Manager and other staff to deliver efficient and cost-effective solutions while upholding the highest standards of service to the school community in a safe and secure environment.

This is a full-time, permanent position.

Start date: April 2025 or as soon as possible thereafter.



Main Duties & Responsibilities

The main responsibilities of the Compliance & Operations Manager include:

Regulatory Compliance

- **Compliance Responsibility:** Ensure that the school is compliant with the ISI Regulatory Compliance Framework and requirements from the DfE and HSE with a close eye on H&S and Safeguarding matters.
- **Data Protection:** Act as one of the Data Protection Leads for the school, ensuring compliance with relevant data protection legislation.
- **Policy Management:** Manage the school's suite of policies, in collaboration with the SLT and other relevant staff members, ensuring that they meet regulatory requirements, are updated at least annually and are effectively communicated to stakeholders.
- **Process Development:** Assist the Bursar and collaborate with the SLT to develop processes ensuring policies are followed in practice and regularly reviewed.
- **External Audits:** Assist the Bursar to arrange periodic external compliance audits where necessary.

Lettings, Holiday Activities, and Events

- **Revenue Generation:** Maximise revenue generation from letting out the school facilities when they are not being used by the school.
- **Lettings Management:** Oversee the management of school facility lettings, ensuring proper contracts, safeguarding arrangements, and access provisions, including necessary staffing are in place.
- **Holiday Clubs:** Research and recommend opportunities for internally or externally run holiday clubs.

Health & Safety

- **H&S Management:** In collaboration with the Facilities Manager, take responsibility for the identification and management of H&S risks within the school.
- **Policy Implementation:** Advise and assist the Bursar in the effective implementation of Health & Safety policies, including fire safety, ensuring compliance with all regulations.
- **Risk Assessments:** Develop and maintain processes to ensure that all risk assessments are regularly



reviewed, owned by the appropriate staff, and followed in practice.

- **Training and Induction:** Implement effective H&S training and induction for all staff members, ensuring ongoing compliance.
- **H&S Committee Leadership:** Assist the Chair of the Health and Safety Committee, maintaining accurate records and ensuring follow-up on all action items.
- **Incident Monitoring:** Assist the Chair of the H&S Committee and ensure that systems are in place to monitor and address notifiable incidents, near misses, and H&S concerns.

Facilities Management

- **Maintenance Programme:** Collaborate with the Facilities Manager to develop and maintain a long-term maintenance programme for the school during the term and the holidays.
- **Facilities Upgrade:** Work with the Facilities Manager and Bursar to develop a 5-year plan for the maintenance and upgrade of school facilities. This will be discussed with the SLT and presented to the Finance Committee for approval.
- **Contract Management:** Work with the Facilities Manager to obtain, analyse and recommend quotations and a programme of works for existing

and new maintenance contracts and works, ensuring that the T&Cs for the contracts are fair and reasonable, works are planned carefully, completed efficiently and cost-effectively.

- **Event Coordination:** Plan the support, if required, for each school activity and event. Oversee the weekly programme of events, ensuring timely setups, adequate staffing and adherence to budget in collaboration with the event/activity organiser, Facilities Manager and his team, staff and other stakeholders.

Other Responsibilities

- **Deputising:** Deputise for the Bursar in certain circumstances.
- **Critical Incident Plan:** In consultation with the Bursar and SLT maintain the school critical incident plan.
- **Policy Adherence:** Understand and follow all school policies and procedures.
- **Sustainability:** Consider and implement improvements to the school's sustainability practices across all operational areas.
- **Professional Development:** Regularly review and plan professional development, attending relevant training and meetings.
- **Additional Duties:** Undertake other duties as assigned by the Bursar.



Person Specification

The Compliance & Operations Manager should have:

- Proven experience in regulatory compliance and operations management with the ability to provide support to senior management and other stakeholders.
- Experience within an educational environment would be useful but is not essential.
- Good understanding of compliance requirements, health and safety regulations and facilities management.
- Excellent planning, organisation and team management skills, with the ability to work collaboratively and proactively with stakeholders.
- Strong organisational skills with the ability to manage multiple tasks and priorities simultaneously as a team player.
- Exceptional communication skills, both written and verbal.
- Strong IT skills including a good working knowledge of Microsoft Office.
- Experience in contract management and budget oversight.
- Committed to safeguarding and promoting the welfare of pupils.



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

A competitive salary will be offered, commensurate with the skills and experience of the successful candidate and reflective of the responsibilities associated with the role. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

Period of employment

Full-time, permanent.

Working hours

Normal working hours are 9.30 am to 6.00 pm, Monday to Friday, with a one hour lunch break. Some flexibility will be required to cover late events at the school.

Probation

This post is subject to a probationary period of six months. During this probationary period either you or the school may terminate your employment by giving not less than one month's prior written notice. The school may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

Notice

Following the successful completion of your probationary period your notice period will be three months during the first four years' service. Thereafter, an additional week's

notice is required for each complete year of service up to a maximum of 12 weeks' notice after 12 years of service.

Holiday

You will be entitled to 30 days holiday (per annum) plus Christmas closure and statutory bank holidays. The majority your holiday should be taken during school holidays, subject to operational needs. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-

yearly basis. Should you wish to continue to optout you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Monday 3rd March 2025**.

Application is by form only, which can be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form and email it to the HR Assistant: hassistant@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Interviews will be held week commencing **Monday 3rd March 2025**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
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Newton Prep Ltd