

Appointment of Compliance Officer

I year Fixed Term Appointment to start as soon as possible



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The Role

OVERALL PURPOSE OF THE JOB:

To ensure the School operates in full compliance with all statutory, regulatory, and internal policy requirements, promoting a culture of compliance across all areas of school activity.

REPORTING TO: The School's in-house **Legal Advisor**

This role also has part time support provided by the Compliance Administrator

KEY RESPONSIBILITIES:

Policy and Legislative Compliance

Coordinate the School's policy review, ensuring that all policies are always up to date and statutorily compliant.

Monitor new guidance, changes to legislation, and regulations (including KCSIE updates), and ensure subsequent implementation via new policy development.

Inform and report all substantive policy updates, including legislative changes, termly to the full Governing body and sub-committees (Education & Pastoral and Audit & Risk).

Attend Senior Management Meetings as necessary to advise on policy and legislative changes.

Data Protection

Ensure the school is compliant with all data protection legislation.

Manage, handle, report, and record any data breaches, data subject access requests, and related issues.

Conduct and log data audits and Privacy Impact Assessments (PIAs) for new systems before authorising them for school use.

Ensure that the School's notification to the Information Commissioner's Office is current and accurate.

Conduct termly training for new joiners and annual training for all staff on data security and data audits.

Manage and oversee the entire process for Data Subject Access Requests (DSARs), including receiving, validating, coordinating internal responses, and delivering the final response to the data subject within legal timelines.

Training and Development

Determine the content and cycle for compliance-related training, including that required for both new and current staff, volunteers, governors, and contractors regarding safeguarding, health and safety, cyber security, etc.



KEY RESPONSIBILITIES (CONTD):

Present compliance element of induction training for new staff.

Oversee the up-to-date maintenance of all compliance-related training records.

Inspections, Reporting, and Administration

Prepare for ISI Inspections, including documentation management and oversight of the inspection process.

Ensure that "Documents Required for Inspection" are kept up to date so that the School is always "Inspection Ready".

Confirm that the establishment details on the DfE website and ISI portal are up to date.

Ensure the completion and submission of the annual DfE census and the annual ISC census.

Pupil Compliance and Engagement

Provide and update summaries of key school policies for pupils according to their age.

Ensure pupils read certain key policies upon joining and annually thereafter.

Maintain records confirming their engagement.

Committee and Liaison

Attend various School committees, including the Digital Management Group (fortnightly), Health & Safety Group (fortnightly), Health & Safety Committee (termly), and Accessibility and Diversity Committee (Chair).

Act as a central point of contact for any issues arising related to compliance within the school.



The Person

PERSON SPECIFICATION

Essential:

Proven experience in a compliance or regulatory role, preferably within the education sector.

Excellent knowledge of compliance requirements in an educational or similarly regulated environment.

Excellent working knowledge of UK Data Protection Legislation (GDPR) and Safeguarding standards (e.g. KCSIE).

Proven experience managing Data Subject Access Requests (DSARs), ensuring timely and compliant responses.

Experience in developing and delivering effective training programmes to diverse audiences.

Highly organised with a meticulous and systematic approach to documentation and record-keeping.

Strong analytical and problem-solving skills to interpret legislation and determine its impact on the school.

A high degree of professional integrity, discretion, and confidentiality.

The ability to build strong working relationships and liaise effectively with Governors, staff, pupils, and external bodies.

A relevant professional qualification in Compliance, Law, or a related field.

Familiarity with ISI inspection framework and requirements.

Experience with policy development, review, and implementation across an organisation.

Experience of managing data breach incidents.

Exceptional written and verbal communication skills, with the ability to convey complex regulatory information clearly.

Strong project management skills, particularly in coordinating ISI inspection preparation.

Proactive and self-motivated, with the ability to work independently and manage a varied workload.

A calm and resilient approach, especially when dealing with sensitive or complex compliance issues.



Additional Information

SALARY

c.£63k depending on experience.

This is based on full time equivalent annual salary of £75k.

HOURS

This is a term time role working 37.5 hours a week for 38 weeks a year. Term Time (34) plus INSED (1) and a further three weeks to be worked over the school holiday periods.

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

We will be shortlisting and interviewing as applications come in so early applications are advised. Please note, we may appoint before the closing date.

The **closing date** for applications: **9am Tuesday 21 April 2026**

INTERVIEWS: MONDAY 27 APRIL 2026

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,270 girls and boys from all over West London and beyond, and a further 174 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper School is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper School takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

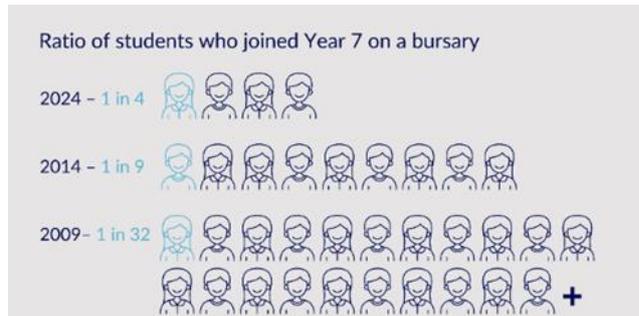
You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, the Latymer Foundation publicly launched an ambitious fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to raise at least £40m in order to build the School's endowment and to enable Latymer Upper School to offer 1 in 4 pupils a fee-assisted place. The campaign closed in 2024 having raised close to £50m.

Latymer's ultimate ambition is to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents. Since last September, thanks to the campaign and the ongoing generosity of the Latymer community, 1 in 4 of our students are in receipt of bursary support worth an average of 83% of fees.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper School is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER UPPER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Chris – Head of Careers

I've worked at Latymer for several years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here every day. The students are self-driven, curious and I am constantly learning from them.



Jenny – Exams Officer

With a background in sports event management, I joined Latymer fresh from the 2012 Olympic Games. I am responsible for the smooth running of all public exams; managing timetables, arranging facilities and liaising with Exam Boards. The role involves working with students, parents, teachers and many Latymer support teams to ensure that every exam experience is calm and positive for everyone. Away from my desk, I particularly enjoy the chance to interact with so many interesting and engaged colleagues – chatting over lunch or chipping in to the daily crossword session in the staff common room.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out. I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!



Mariesa - Librarian

I have been the Librarian at Latymer Prep since September 2021. My role involves ordering books, making displays and supporting staff with their curriculum needs. I run eight Library Lessons a week where I make book recommendations and support independent, 1 to 1 and group reading. I also run Book Club, arrange author visits and help our pupils participate in regional book quizzes and national story competitions. Before I worked at the Prep I worked in Children's publishing. When I'm not working at Latymer, I write my own children's books.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:

9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH