

CITY OF LONDON SCHOOL AND CITY OF LONDON SCHOOL FOR GIRLS

**Queen Victoria Street, London, EC4V 3AL and St Giles' Terrace, Barbican,
London EC2Y 8BB**

COMPLIANCE MANAGER

JOB REF: OCLS081

CITY OF LONDON CORPORATION, SALARY GRADE E

Salary Scale ranges between £39,680 to £44,960 depending on experience and inclusive of London Weighting. Salary will be pro-rata, if position is not full-time.

City of London School and City of London School for Girls are looking for an outstanding candidate to join us as Compliance Manager at these leading independent day schools. The successful candidate will play a key role ensuring that the two schools remain compliant with the complex educational regulatory and Health and Safety regulations governing schools. You will deliver best practice across the two schools which will involve liaising with senior leadership teams and staff in both schools. You will have excellent interpersonal, organisational, communication and IT skills as well as H&S qualifications or experience and other specialist skills.

The role will be shared 50/50 between the two schools but will be based at the City of London School. The role is advertised at full time but could be done on a term time only basis or some other variation by the right candidate.

For an application form and job description, please contact the Corporate Recruitment Unit on **020 7332 3978** (24hr answerphone) or email cru@cityoflondon.gov.uk quoting reference number **OCLS081**.

Closing date for receipt of completed applications is **15th July 2019**.

Interviews are likely to be held in the week commencing 5th August 2019 – please keep free. Confirmation of interview date will be given at the beginning of week commencing 29th July 2019.

The City of London School and City of London School for Girls are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service at enhanced level. This post is exempt from the Rehabilitation of Offenders Act.

The City of London Corporation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

The City of London Corporation is committed to Equal Opportunities and welcomes applications from all sections of the community.