

Governance & Compliance Officer

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
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Penistone Grammar School is seeking to appoint a highly organised and proactive Governance & Compliance Officer to join our dedicated team.

Contract:	Permanent, Full-Time
Working Pattern	37 hours per week, Monday to Friday (08:00am-16:00pm*) 40 weeks per year (incl. 5 INSET days) <i>*Please note the role will require occasional attendance outside normal working hours to support governance responsibilities, including providing clerking services at committee and governing board meetings</i>
Salary Range:	Grade 7, SCP 24-27 per annum (£35,412pa - £38,220pa)
Actual Salary:	£31,605pa - £34,111pa
Start Date:	ASAP

About the role:

The Governance & Compliance Officer plays an integral part in the further development of our school as we strive to become a beacon of excellence at both local and national level.

Reporting directly to the Director of Business Development, the successful candidate will support all areas of business development from governance, data, compliance, and health and safety. You will be a pro-active, creative individual who can demonstrate a consistent commitment to producing work of the highest standard.

About Penistone Grammar School:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Brave, Be Supportive and Be Proud. We are also extremely proud of our ambition to achieve excellence through a values driven education. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them. As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to Apply?

Please complete and submit the attached Associate Staff Application Form to HR@penistone-gs.uk **by 10:00am on Monday 19th October 2026**. For any questions about the role or our school, please contact Rebekah Williams (HR Officer) on 01226 762114 or email HR@penistone-gs.uk





JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Governance and Compliance Officer
Responsible to	Director of Business Development
Responsible for	(Not applicable)
Grade	Grade 7, SCP 24-27
Contract	37 hours per week 40 weeks per year

Scope of the role/overview

The Governance and Compliance Officer will play an integral part in the further development of Penistone Grammar School as we strive to become a beacon of excellence at both local and national level. Supporting all areas of business development from finance, human resources, compliance, to staff training and development, the Governance and Compliance Officer will be pro-active, creative and demonstrate a consistent commitment to producing work of the highest standard. The Governance and Compliance Officer will be a powerful role model within the Associate staff team and across the staff body.

Position in the Organisation

The Governance and Compliance Officer will directly report to and work closely with the Director of Business Development including acting on behalf of and representing them as directed/required.

Penistone Grammar School Expectations

All staff are required to:

- Fully embrace the schools 5 core values: Aim High, Be Determined, Be Kind, Be Supportive and Be Proud, which are at the heart of all we do.
- Contribute to the pursuit of excellence generally and specifically in terms of student and staff expectations, demonstrating honesty, integrity and respect at all times.
- Demonstrate an ongoing commitment to professional development, coaching and career development for self and others.

Specific Duties and Responsibilities

	Main Duties
Clerk to the Governing Body	• To advise the governing body on governance, procedural and constitutional matters, in accordance with relevant legislation, and statutory guidance and school policy, including, but not limited to, the 'Governance Handbook'. • To provide administrative support to the governing body and any associated committees and/or panels. • Ensure the governing body is correctly constituted, including process of succession planning and filling any vacant posts via a transparent election process. • Act as the first point of contact for governors, answering questions concerning procedural matters and issues relating to the structure of governance and the scheme of delegation. • Keep the governing body up to date with any changes in legislation which are likely to affect the governance of the school. • Under the direction of the Chair, lead and/or support the induction of new governors, ensuring they have access to all relevant documents and information. • Guide and support the governing body in managing conflicts of interest, including ensuring each agenda is planned to prompt governors to declare any new or existing conflicts of interest.

Main Duties	
	• Ensure that all appropriate paperwork is ready before meetings and distributed to governors in line with the terms of reference. • Record attendance at all meetings, ensuring all meetings are quorate and taking responsibility for dealing with absences, including providing absent governors with details of upcoming meetings and advising the chair of any potential disqualifications through inadequate attendance. • Draft minutes of all governing body meetings, committee meetings, panel meetings and hearings, to include who is responsible for the agreed action and the expected timescales. • Oversee the Declared Conflicts of Interest Register for each member of the governing board, regularly reviewing and updating this as appropriate for all governors. • Keep all personal information of members of the governing board up to date. This includes names, addresses and categories of membership, as well as their terms of office. • Ensure the Department for Information (DfE) website “Get Information About Schools” is up to date and accurately reflects the constitution of the governing body. • Monitor, review and update the terms of reference. • Maintain records of all governing body correspondence, along with records of signed meetings, and ensure copied are available for inspection. • Ensure that the school website contains all the information which is statutorily required in relation to governance. • Maintain up to date training records for all members of the governing body, together with records of attendance in school and at school events. • Facilitate and arrange any governor panel meetings, including preparation of packs
Data	• Act as the school's Data Protection Officer, overseeing and monitoring the school's data processing practices and ensuring compliance with General Data Protection Regulations (GDPR). • Ensure the school's registration with the Information Commissioner's Office is up to date. • Oversee data processing practices, ensuring that they meet all statutory requirements. • Ensure data protection impact assessments (DPIA) are completed and that any identified risks to individuals, compliance or the school have been identified and solutions put in place. • Manage the school's information asset register, identifying what data the school holds, and the reason for processing the data. • Develop and process privacy notices to outline to the school workforce, its students and their families the data the school holds, how this is processed, and an individuals' rights in respect of this. • Lead on consent, providing advice, support, and where appropriate, developing consent forms that demonstrate that data subjects gave their consent to processing their personal data where applicable, and how they can withdraw their consent. • Manage all Subject Access and Freedom of Information requests received by the school in line with statutory policies. • Manage any data breaches that occur, ensuring the school's data breach record is up to date and communicating with the Information Commissioner's Office (ICO) in relation to any breaches that are reportable. • Be responsible for developing, reviewing, monitoring and implementing data protection and security policies and processes, including (but not limited to) Data Protection; Data Retention; Data Security Breaches; Data Privacy Notices. • To provide effective advice, guidance and training for all colleagues in relation to GDPR.
Compliance	a) To act as Policy Coordinator: - Retain an overview of all policies and timeframes for update. - Retain a signed, master copy of all policies. - Take responsibility for key policies as identified by the Director of Business Development Manager, preparing drafts for approval. - Ensure all policies follow the correct format and are consistent in terms of layout, presentation and content. - Ensure policies are published in the appropriate places (externally and internally). - Act as the liaison point between SLT and the governor lead in relation to policy development and review.



Main Duties	
Complaints	• Act as the school's complaints co-ordinator, ensuring a log of concerns and formal complaints is up to date. • Manage all emails and initial correspondence with complainants, ensuring they follow the school guidance on timeframes. • Act as the first point of contact on concerns / complaints to discuss possible resolutions before a formal process. • Co-ordinate complaint investigations with appropriate staff / governors. • Ensure that the complaints policy is followed at all points including deadlines being met for correspondence. • Organise nominated governors to investigate, or a panel where required, and facilitate the process, including information packs and response letters.
Health and Safety	• Act as the school competent person with regards to Health and Safety, liaising closely with the local authority team. • Review and approve risk assessments, ensuring they are up to date and compliant. • Carry out, in conjunction with the Director of Business Development, site audits in relation to Health and Safety, providing feedback and actions to department leads. • Prepare for the annual site Health and Safety Audit with local authority lead. • Ensure all documentation required by local authority is up to date and compliant. • Liaise with the school vaccine teams to plan student vaccines, ensuring the process is compliant to the vaccine team requirements, and runs smoothly with minimal disruption to lessons. • Own and update the school's Health and Safety Policy, in conjunction with the Director of Business Development, ensuring it complies with all statutory regulation and best practice. • Carry out Health and Safety training for all staff as required, including induction of new staff. • Liaise with Medical Officer to ensure that all students with significant medical issues are logged and have appropriate Individual Health Care Plans • Review all accident logs, reporting any patterns or concerns, and liaise with heads of department to risk assess and resolve any issues.
Other Duties	• To prepare documents to a high standard using a variety of programmes to an advanced level including (but not limited to) PowerPoint, Excel and Word for a range of audiences, both internal and external. • To provide advice on brand and document presentation. • To develop and maintain paper and electronic filing systems ensuring information is retained in line with retention policies and that information is appropriately accessible and/or protected. • To support the Director of Business Development in undertaking their role. • To provide emergency cover for the Principal in the event of the absence of the Personal Assistant. • To support the front office team as and when required. • To provide administrative support across a range of business support functions as directed by the Director of Business Development, including (but not limited to) human resources. • To support and contribute to the organisation of events both internal and external. • To coordinate meetings, prepare agendas and record and produce minutes as required.

General Information

All employees of Penistone Grammar School are expected to:

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote actively the school's policies.
- Actively promote and undertake personal professional development and the professional development of colleagues.
- Participate within the school's process for appraisal and performance management.
- Ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
- To ensure compliance with the school's procedures concerning safeguarding.
- To act with dignity, respect and without prejudice at all times.



Other Points of Note

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

REVIEW ARRANGEMENTS

The details within this job description were established in **September 2026** and will be reviewed annually as part of the Appraisal process.





PERSON SPECIFICATION

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SKILLS AND ABILITIES	Essential	Desirable
First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement when chasing progress as necessary	☒	☐
Strong IT skills including a high/advanced level of proficiency in software programmes including (but not limited to) Word, PowerPoint, Excel and Office 365	☒	☐
Excellent written and oral communication skills with a command of the English language when speaking and drafting letters, preparing minutes and briefing notes (for example)	☒	☐
Acute attention to detail	☒	☐
Uncompromising high standards	☒	☐
Excellent interpersonal skills with the confidence to deal with people at every level	☒	☐
Friendly, professional approach with an absolute commitment to providing the highest levels of customer service	☒	☐
The ability and willingness to act as ambassador for the school	☒	☐
Ability to carry out research using appropriate methods (including the internet)	☒	☐
Ability to manage a heavy and demanding workload and work under pressure to meet deadlines	☒	☐
Ability to act upon instruction	☒	☐
Ability to respond appropriately to difficult situations and behaviours	☒	☐
Ability to demonstrate the highest levels of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high-profile contacts	☒	☐
Confident and proactive with the ability to work using own initiative and judgement	☒	☐
Ability to work within a defined system of standard operating procedures	☒	☐
The ability to work to deadlines	☒	☐

EXPERIENCE	Essential	Desirable
Significant experience of assisting and supporting at a high level within an organisation	☒	☐

EXPERIENCE	Essential	Desirable
Working in a school environment	☐	☒
Effective record keeping	☒	☐
Information retrieval	☒	☐
Writing and reviewing risk assessments	☒	☐
Preparation and dissemination of data and documentation at board or senior level	☐	☒
Writing agendas and taking accurate and concise minutes	☐	☒
Using the internet to access reliable and relevant information	☐	☒
Developing and maintaining contacts outside the organisation	☐	☒
Experience of identifying and implement improvement initiatives with impact	☒	☐

KNOWLEDGE	Essential	Desirable
Governing body/board procedures	☒	☐
Education legislation	☒	☐
The respective roles and responsibilities of a governing body/board	☒	☐
Equal opportunities and human rights legislation	☐	☒
Data protection legislation	☒	☐

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
5 GCSE's grades A-C or equivalent (including Mathematics and English)	☒	☐
OCR (or similar) qualifications in document presentation and text processing	☐	☒
Microsoft Office training	☒	☒
IOSH Qualification, or willingness to undertake	☒	☐
Customer Service training	☐	☒
Other further or Higher-level qualification relevant to the role	☐	☒
Participation in the Governance Clerking Development Programme (or similar)	☐	☒
Commitment to undertaking continuous professional development and to learn new skills quickly	☒	☐

ADDITIONAL FACTORS	Essential	Desirable
Interest and willingness to engage in all the areas of responsibility of the school and the work of the leadership team	☒	☐
Willingness to work flexibly to meet the demands of the role to include some evening and weekend working	☒	☐



ADDITIONAL FACTORS	Essential	Desirable
Willingness to adopt a flexible and collaborative approach to tasks	☒	☐
A willingness to share information and expertise	☒	☐
A commitment to ongoing personal development	☒	☐
Available to work at the required times	☒	☐
A commitment to the safeguarding and promotion of the welfare of children and young people	☒	☐
A flexible approach to accommodate the changing needs of the school	☒	☐
A commitment to the ongoing development of PGS	☒	☐
A willingness to abide by all policies and procedures set down by the school	☒	☐

