Sidney Stringer
Multi Academy Trust



MAT Compliance Officer

Grade 4
Information Pack

Working Together to Achieve Excellence



WHO WE ARE:

The Sidney Stringer Multi Academy Trust (SSMAT) is a network of five diverse schools educating over 3,500 pupils and employing more than 600 dedicated teaching and support staff. Based in Coventry, England, the Trust encompasses:

- **Sidney Stringer Academy:** The lead school is located in Hillfields, offering secondary education for students aged 11-18.
- **Radford Primary Academy:** Providing a nurturing primary education for young minds.
- **Ernesford Grange Community Academy:** Serving the community with quality secondary education.
- **Riverbank Academy:** A broad spectrum school supporting students with various needs.
- **Sidney Stringer Primary Academy:** Located opposite SSA, provides an all-through provision from reception to 11 years old through to the secondary school.

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.

With this post, flexibility is required to work out of any MAT site or other location to meet the needs of the organisation.

We are a growing Trust and have been approved as sponsors for **Woodfield Special School** which will join the Trust in the next 12 months. We have been working closely with the school, since February 2021, and during this time it has gone from Ofsted Inadequate (March 2020) to Good in all areas (November 2023). It also involves relocating the school onto the Old Woodland Boys' School. This will provide us with an excellent opportunity to expand our Community links, deliver our own Alternative Provision and provide a first class education for all these young people.

Sidney Stringer
Multi Academy Trust

CEO

MESSAGE:

“This is an exciting time for our MAT and we are constantly looking at how we can work together for the benefit of all the children in our schools.”



TAKING YOUR CAREER TO THE NEXT LEVEL:

“The Trust is forward thinking and if you join our team, your professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level.

“Sidney Stringer Multi Academy Trust is a very successful group of schools. The Trust is made up of two secondary schools, two primary schools, and one special school, with another special school joining soon. All schools are Good or better and Sidney Stringer Academy and Sidney Stringer Primary are the most popular secondary and primary schools in the city and all schools are full with many year groups having a waiting list.

We are well respected within the city and our Trust leads the Coventry SCITT (School-Centred Initial Teacher Training) where we train the next generation of teachers, for us and also the wider city/region.

Our vision is 'working together to achieve excellence for all' and we do this by working closely as a team of leaders and groups of schools to share good practice and expertise. We try very hard to not do things for the sake of it, but we do things that make a difference.

If you join our team then we will expect you to work hard for the children and in return we, as a Trust, will work hard for you.“

www.sidneystringertrust.org.uk

OUR VISION & VALUES

Sidney Stringer
Multi Academy Trust



Our ambition at Sidney Stringer Multi Academy Trust is to create a vibrant, happy and successful academy's which deliver the very highest standards of education and nurtures each student's talents and skills and plays a central role in meeting the needs of our local communities. This is an exciting time to join the team and become a member of staff at Sidney Stringer Multi Academy Trust.

OUR VALUES:

- Ensuring that all staff and Governors, who work within the Trust, have a passion for supporting all students in getting the best outcomes no matter what their starting point
- Having a commitment to inclusion, overcoming disadvantaged backgrounds, and tackling social injustice so that all students have the highest aspirations for their education and future careers so they become lifelong learners
- Supporting the emotional health and well-being of all members of the Trust
- Ensuring all of our staff receive high-quality training including identifying and developing leadership potential as well as training future teachers through the SCITT.
- Providing an environment where everybody behaves with respect, integrity, and care for the environment
- Having an understanding that although we are a Trust all of the schools are different and can operate their own systems, where they work well. The degree of autonomy depends on the position of the school.
- Having a commitment to sharing necessary services across the schools so that financial prudence and sustainability is prioritised to those with the greatest need.

WHY WORK AT SIDNEY STRINGER MULTI ACADEMY TRUST?



Why should you invest in shaping the future of the students at Sidney Stringer Multi Academy Trust? To shed light on the reasons our dedicated staff members cherish their roles, we've gathered some of their testimonials:

- "I have been at SSA for over 13 years and have worked in a range of Coventry and Warwickshire schools. The team here at Stringer is diverse with a range of skill and every person here is deeply passionate about the power of education."



- "During my three years at in the SSMAT, I have met people fuelled by a shared passion for making a difference for the students. The support and collaboration here are truly inspiring and motivates me to push myself everyday. I am confident in the development opportunities available."

- "Riverbank is a very special place to work in. I have always felt valued, worked with some fantastic colleagues, I feel privileged to still work here and have a job where I make a difference to students lives."

- "I work at SSMAT because it's an amazing environment where everyone is treated and valued with respect. We do what we do because we care and we have a heart for the needs of our students."

- The team here at Ernesford is diverse and every person here is deeply passionate about the power of education. We are all working towards a common goal and that is to give young people the opportunity to thrive in their communities.



JOB Description

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

MAT Compliance Officer

Post:	**MAT Compliance Officer**
Contract/Salary:	**Grade 4 £26,847 to £30,515 All year round**
Location:	**Flexibility is required to work out of MAT site or other location to meet the needs of the organisation.**
Accountable to:	**MAT CFO**

JOB PURPOSE

The Compliance Officer will work as part of the Central MAT Team to support regulatory compliance, operational assurance and information governance across all schools within the Trust.

The post-holder will provide practical compliance support across key statutory and operational areas, including gathering and coordinating Health & Safety (H&S) compliance records, supporting third-party contractor checks, maintaining compliance records and trackers, and supporting UK GDPR and information governance requirements. The role will also provide wider compliance checking and administrative support to the Operations and Finance functions as required.

MAIN DUTIES & RESPONSIBILITIES:

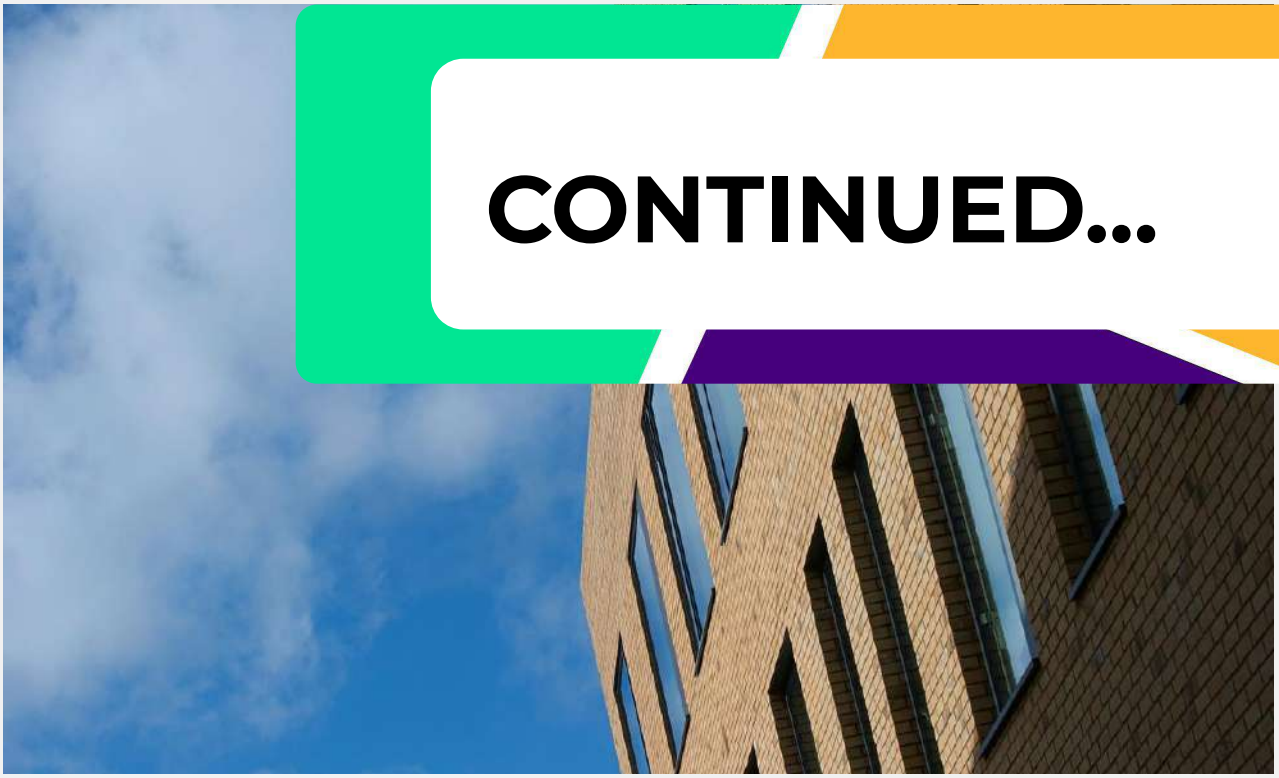


Key Responsibilities

Health & Safety Compliance

- Assist in maintaining the Trust's central Health & Safety Compliance Management System (I Am Compliant).
- Track and coordinate statutory planned preventative maintenance schedules across schools and log completion certificates.
- Coordinate, collect, and verify contractor compliance documentation prior to works commencing (e.g., RAMS/Risk Assessments, insurance certificates, DBS clearances, and trade accreditations).
- Participate in or support H&S and premises compliance audits.
- Lead on coordinating Health & Safety Working Groups including setting up meetings, drafting minutes, and filing records securely





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Information Governance

- Assist in logging, tracking, and coordinating responses to Subject Access Requests (SARs) and Freedom of Information (FOI) requests within statutory deadlines (UK GDPR & Data Protection Act 2018 / FOI Act 2000).
- Redact personal data and sensitive information from documents prior to disclosure, following Trust guidelines and under supervision.
- Support the DPO in updating and maintaining the Trust's Record of Processing Activities (ROPA).
- Track staff training needs and completion.
- Monitor the MAT Data Protection Email
- Act as a point of contact for logging initial data security incidents and "near misses" across schools.
- Assist with initial investigations into reported data breaches, gathering evidence and preparing documentation for DPO review.
- Help track corrective action plans resulting from breach reviews or internal audits.

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General Compliance

- Maintain central compliance registers, trackers and supporting evidence, ensuring records are accurate, current and readily available for review or audit.
- Support Trust-wide compliance monitoring by collating evidence, checking completion against defined requirements, following up outstanding actions and maintaining clear audit trails.
- Support the Operations function with contractor management and operational compliance checks, including the collection and review of relevant documentation, records and assurance evidence.
- Provide compliance checking support to the Finance function as required, including collating information, checking records or documentation against agreed requirements, identifying missing information and maintaining supporting evidence.
- Assist with internal and external audits, reviews and assurance exercises by preparing documentation, coordinating evidence and tracking resulting actions to completion.
- Provide general administrative support for compliance activity, including setting up meetings, drafting minutes, maintaining action logs and filing records securely.





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General Duties

- Work flexibly across Trust sites to meet the needs of the role.
- Uphold the Trust's values, safeguarding responsibilities, and equality commitments.
- Undertake any other duties commensurate with the grade of the post.

Document Control

Reviewer	Role of Reviewer	Date of Last Review
Emma Clarke	CFO	September 2026

PERSON SPECIFICATION

Sidney Stringer Multi Academy Trust

Aspect	Essential	Desirable
Qualifications	Minimum of 5 GCSEs (or equivalent) including English and Maths at Grade 4/C or above.	Level 3 qualification (A-Levels, BTEC, or equivalent).
Experience	Experience of providing administrative or compliance support in a busy working environment. Experience of maintaining accurate records, trackers and evidence against defined requirements. High level of proficiency in IT packages, including Google Workspace or equivalent.	Working in an educational setting. Experience of supporting Health & Safety, estates, contractor, finance, HR, data protection or other compliance-related activity. Using school-specific MIS or other compliance software.
Knowledge and Skills	Good understanding of administrative compliance and the importance of accurate, auditable records. High level of proficiency in IT packages, including Google Workspace or equivalent. Strong organisational skills with the ability to manage competing priorities and statutory or internal deadlines. Exceptional attention to detail and accurate record-keeping skills. Clear written and verbal communication skills. Ability to handle confidential and sensitive information with discretion. Ability to check documentation and evidence against defined requirements, identify gaps and follow up outstanding information appropriately.	Understanding of contractor safety management or basic statutory estates checks. Awareness of UK GDPR and school policies. Awareness of financial controls, audit requirements or compliance assurance processes.

Personal Attributes	Methodical, structured, and detail-oriented approach to work. Proactive, eager to learn, and open to constructive feedback. Professional demeanour when interacting with headteachers, colleagues, external professionals and contractors. Strong commitment to safeguarding and promoting the welfare of children and young people.	Ability to work flexibly and travel occasionally between MAT school sites if required.
Special Requirements	Enhanced DBS check with barred list clearance Supportive References	

This job description reflects the main responsibilities of the role at the time of writing and may be amended following consultation to meet the evolving needs of the Trust, provided changes are commensurate with the grade.



SAFEGUARDING

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff have a duty to keep young people safe and to protect them from physical harm. By accepting a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. The Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



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Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



Training and Development

Sidney Stringer Multi Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

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Multi Academy Trust

HOW TO APPLY:

WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:
www.sidneystringertrust.org.uk



For further information:

Please contact the recruitment team:
recruitment@sidneystringeracademy.org.uk



Closing Date: 6th December 2026
Interview Date: 14th December 2026