



COMPLIANCE OFFICER

Issue Date: June 2026



Wellingborough School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

S a l u s i n A r d u i s

THE ROLE

Start Date: As soon as possible

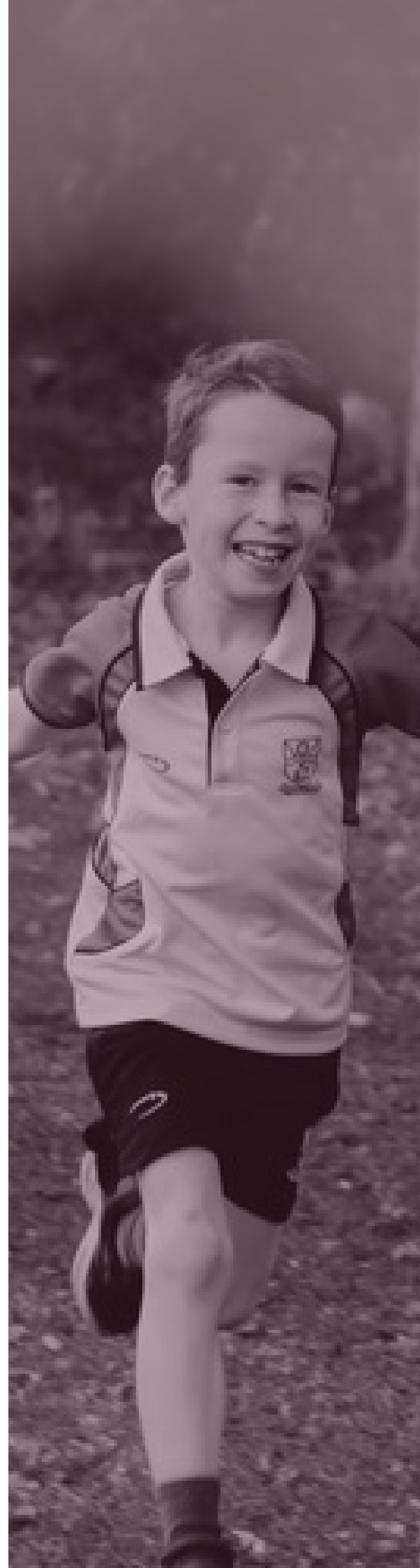
Contract type: Permanent

Disclosure Level: Enhanced

Salary: £35,000 - £40,000 per annum
(depending on qualifications and experience)

Hours: Full Time, 37.5 hours per week. Monday to Friday 07.00-15.00 including 1/2 hour daily unpaid break (part time options considered)

The Estates Compliance Officer has a responsibility for the ongoing regulatory testing required by the school, as directed by the Estates Bursar. As part of this, regular testing routines should be planned out and remedial actions required should be implemented in coordination with estates team members or by the compliance officer and reported as seen fit. The Officer is responsible for keeping accurate records of any findings, and for reporting any concerns to the Estates Bursar. Electrical repairs and compliance-based installations will be discussed on a task-by-task basis. Working within the Estates team requires the coordinator to be amenable in their approach to the working day, and often other maintenance or caretaking tasks may require undertaking.





Compliance is ever growing and therefore the role needs a degree of flexibility to include testing and /or electronically recording data in the following areas such as although this is not an exhaustive list and other relevant areas of the site will need to be covered:

Legionella	Fixed electric testing
LOLER: including passenger lifts and cherry picker	Transformer inspection
PAT Testing	A/C inspection
Fire; including alarms, doors, extinguishers, FRA's signage etc	Lightning protection
Ladders and access equipment	Stage lighting inspection
Asbestos	Gas safety; including boilers and kitchens
Water safety; including temperature, cylinders and tanks	LEV
Meter readings	Emergency lighting

Ideally the compliance office will have an understanding of statutory Health and Safety requirements, which are to be met by the school, and ensure that all documentation is maintained to the required standards. Also to quickly gain a comprehensive understanding of The Independent Schools Inspectorate's (ISI) regulatory requirements and maintain records accordingly.

The post holder will also be working with the Estates Bursar or, as representative for the School, with contractors on installation or inspection projects. To advise the Estates Bursar on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance and assist the Estates Bursar with site wide risk assessment such as, asbestos management, electrical safety, gas safety etc.

As the school's Competent Person for fire safety, you will ensure that fire drills and evacuation briefings are undertaken in accordance with the School's Policy. Also, you will ensure that all Fire Risk Assessments are maintained and updated, and you will liaise with external fire safety consultants as required in order to ensure compliance with the Fire Safety Act 2021 as amended and guidance documents relating to this, including awareness of the Building Regulations (Approved Document B and Building Bulletin 100). Also to ensure that inspection, testing and maintenance of firefighting equipment is carried out by liaising with the service engineers and that suitable records are kept and maintained.

Additional Duties

- Any reactive maintenance in the Compliance Officers capacity, skills and qualifications.
- Project planning and overview as required
- Working involving school events



REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



THE PERSON

Qualifications and Training	Essential	Desirable
Full driving licence	Yes	
Manual handling training	Yes	
Working at height PASMA/ LOLER	Yes	
IOSH training		Yes
Responsible Person Fire training		Yes
Harness Inspection training		Yes
Skills and Experience		
Organisational skills	Yes	
Competent use of IT & record keeping	Yes	
Knowledge of health & safety regulations	Yes	
Previous experience of regulatory compliance		Yes
Able to undertake risk assessments and method statements for safe working practice	Yes	
Personal Qualities		
Team player and ability to work on your own initiative	Yes	
Willingness to undertake further training as required	Yes	
Confident and self-motivated with the ability to work unsupervised	Yes	
Flexible approach to working	Yes	
Committed to high levels of detail and service	Yes	

THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org by **9am Tuesday, 14th July 2026**.

Interviews will take place **week beginning 20th July 2026**.

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
01933 222427



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