

JOB DESCRIPTION

Compliance Administrator



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City

Location:	Foundation Office, Edgbaston Park Road, Birmingham, B15 2UD and occasional attendance at schools across Birmingham
Accountable to:	Risk and Policy Manager
Direct reports:	None
Purpose of the role	
<p>The King Edward VI Foundation, Birmingham is a charitable organisation with a long and proud history of providing outstanding education in the city. Through a diverse family of schools – including academies and independent schools, selective and comprehensive – the Foundation is committed to making Birmingham the best place to be educated in the UK.</p> <p>Rooted in the communities we serve, we believe education should be accessible to all, regardless of background or circumstance. Our schools share a commitment to high academic standards, widening opportunity, and creating environments where young people can thrive, develop confidence, and contribute positively to society. We are equally committed to being an inclusive, values-led organisation and an exceptional place to work, where colleagues are supported to grow, collaborate and make a meaningful difference.</p> <p>The post holder will be responsible for a range of administration tasks in support of the Risk & Policy Manager in providing dedicated support to the schools within the Academy Trust as well the Foundation. The post holder will support the Risk and Policy Manager to ensure a high level of compliance with legislation and regulatory frameworks through a comprehensive approach to risk assurance, including maintaining an up-to-date suite of policies and insurance provision. The post holder will be capable of working analytically and collaboratively in a fast-paced environment.</p>	
Principal responsibilities and duties	
<p>Insurance Administration</p> <ul style="list-style-type: none">• Manage the end-to-end administration of basic insurance claims from notification through to settlement (including travel, personal accident, property damage and vehicle claims).• Ensure insurance claim payments are processed and made to the correct school or entity account. <p>Records Administration & Coordination</p> <ul style="list-style-type: none">• Maintain accurate, accessible and auditable records relating to insurance, compliance, data protection and risk and policy activity.• Ensure compliance documentation and policy records are stored, version controlled and retrievable.• Support the wider department by collating data and information required• Provide administrative support for compliance activities, including scheduling, tracking actions, chasing updates and maintaining logs and registers. <p>Operational Support</p> <ul style="list-style-type: none">• Assist with the administrative aspects of audits, reviews and compliance checks as directed.• Raise purchase orders as appropriate <p>Customer service</p>	

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- Process and respond to routine queries and information requests.
- Escalate urgent or complex emails without delay.

General responsibilities and duties

- To develop a clear understanding of the Foundation’s vision, mission, and strategic aims and to actively support these.
- To remain up to date with the Foundation’s policies, procedures and code of conduct and always uphold these.
- To remain committed to the safeguarding of all of our students.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

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Person Specification	
Essential	Desirable
Knowledge and experience	
Experience in an administrative or coordination role, ideally within a compliance, finance, governance or operational environment	Experience of insurance administration or claims processing
Strong administrative skills, with a proven ability to maintain accurate, auditable records	Experience supporting audits, reviews or compliance checks
Excellent organisational skills, with the ability to prioritise tasks, manage logs and track actions	Familiarity with purchase order processes
High attention to detail and commitment to accuracy and consistency	Experience working in a school, trust, charity or public sector organisation
Confidence using a range of digital systems for document storage, version control and record-keeping	Basic understanding of risk, compliance and governance concepts
Ability to handle routine queries efficiently and recognise when escalation is required	
Strong customer service ethos, with a professional and responsive approach to colleagues	
Ability to work reliably and methodically, following defined processes	
Discretion and integrity when handling confidential or sensitive information	
Qualifications	
Good level of education at least to GCSE standard or equivalent, including Maths and English	
Competencies	
Acting on integrity Delivering at pace Delivering quality Proactivity Flexibility Reliable and adaptable	