



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB

Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Compliance Officer (Part Time)

This is a fantastic opportunity for a compliance officer to join a wonderful independent preparatory school. We offer a supportive, nurturing work environment enabling staff to give their best every day. This is an all-year-round role

Full details of the role are outlined below. If you would like to have an exploratory conversation regarding the role, please contact Tim Laker (Bursar) on 01892 860000.

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 450+ pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

We are a value led school and expect all staff to demonstrate the values of Aspiration, Self-Belief and Kindness in their interactions with each other.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social [well-being](#), self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This is a fantastic opportunity to join our successful Bursary team and work alongside enthusiastic and dynamic colleagues. Reporting to the Bursar the compliance officer will be responsible for the effective and efficient management of all School policies and procedures for safeguarding, child protection, Health and Safety, Welfare, Safer Recruitment and Data protection in accordance with relevant legislation. This includes policy implementation, monitoring, updating, preparation and risk assessments.

The successful candidate will ideally have regulatory compliance knowledge/experience in schools.

More about our school can be found on our website: www.holmewoodhouse.co.uk

Key responsibilities

Compliance

- Keep the School's SLT and other staff up to date with regulatory changes and their significance/impact on school policy, procedures and practice.
- Keep the School up to date on DfE/ISI regulations and the National Minimum Standards for Boarding schools and their impact on policy, procedures and practice.
- Work alongside policy owners to ensure policies are kept up to date.
- Review annual updates to Keeping Children Safe in Education (KCSIE).
- Ensure policies are updated on Sharepoint and school website once amendments have been approved.
- Provide updates to relevant staff regarding changes in regulatory and compliance issues as and when required.
- Help to draft policies and other regulatory/compliance documents as requested.
- Advise SLT and Governors on regulatory inspection processes and procedures.
- Management and administration of compliance training.

Data Protection

- Assist the Bursar in ensuring the School complies with data protection legislation.
- Quickly respond and collate all information relating to Subject Access Requests.
- Management and administration of staff training relating to data protection.

Induction of new staff

- Management and administration of induction procedures and training for new staff in line with KCSIE

Person specification:

- Exceptional communication skills both written and verbal.
- The ability to build relationships across the school.
- Pro-activity is essential to this role to ensure the continuous improvement of the school.
- Experience working in a school environment would be preferable but not essential.
- Demonstrable experience of change management and coaching line managers to achieve positive outcomes.
- Ability to work flexibly and deliver under pressure.
- Outstanding organisational skills with the ability to juggle both operational and strategic priorities.
- A passion for working in the education sector with a drive to continuously improve the people agenda of the school.
- High standard of attention to detail.
- Think creatively and imaginatively, investigate, solve problems and identify opportunities.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

Dependent upon experience.

Pension & School Benefits

Holmewood House offers a range of benefits including a generous employer contributory pension, free parking, 25 days of annual leave prorata (plus statutory holidays) and free lunch/refreshments.

Hours of work

Three days a week between 8:30am to 5:00pm

Start date

July 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete the word version application form, which can be found on our website at:

[Holmewood House Job Opportunities](#) and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is **2 June 2025**, the School reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a hard copy application form please contact: recruitment@holmewoodhouse.co.uk