



WESTMINSTER SCHOOL

Head of Legal, Risk and Assurance - person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Qualified lawyer with ideally a minimum of 5 years post qualified experience working in an in-house leadership role.	Yes	
	Degree or equivalent, in relevant field or qualified by experience with professional certifications.	Yes	
	Formal training and certification in Data and Privacy regulations.		Yes
	A formal qualification in Health and Safety.		Yes
Knowledge/Experience	Experience gained in a similar or related role, managing legal, risk and compliance.	Yes	
	In-depth knowledge and proficiency in Data and Privacy regulations and principles		Yes
	Experience of working within the education or charity sector		Yes
	Good working knowledge of Health and Safety principles	Yes	
	An understanding and empathy for the ethos and objectives of the Charity, including the Schools, and the bursary foundations.	Yes	
	An understanding of UKVI compliance or willingness to learn and undertake any relevant training for this		Yes
	An awareness of safeguarding	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Positive and pro-active "can do" attitude, with the ability to work autonomously and also as part of a team, building excellent working relationships to make things happen.	Yes	
	Excellent I.T. skills, in particular Word, Excel and PowerPoint to intermediate level.	Yes	
	Methodical and thorough approach to work with experience of creating, documenting and implementing a range of organisational systems, processes, policies and procedures to ensure effective Risk Management and Compliance.	Yes	
	Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment	Yes	
	Willingness to both lead and be 'hands on'	Yes	
	High level of attention to detail	Yes	
	Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation, including Governors and Senior Management, and with the confidence to question and challenge constructively.	Yes	
	The ability to engage constructively and sensitively with people, with a high degree of empathy.	Yes	