



## Position Description – Business and Compliance Officer

**Position Title:** Business and Compliance Officer

**Reports to:** Co-Principal

**Employment Type:** Part-time, term-time with additional scheduled days

**Day of work:** Mondays (Term time)

**Hours:** 8:00 am – 4:15 pm

**Location:** Compass Independent School, Kelvin Grove

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### About Compass Independent School

At Compass, we are more than just a place of learning; we are a community driven by shared values of being **caring, fair, open-minded and respectful**. We strive to create an environment where children, staff and families feel supported, connected and inspired.

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### About the Role

**Do you enjoy keeping systems running smoothly, anticipating what needs attention and ensuring key processes are handled with care and accuracy?**

We're looking for a capable, organised and trustworthy Business and Compliance Officer to support the effective operation of Compass. This role plays a key part in coordinating core business, financial and compliance processes; and works closely with the Co-Principals and external partners to ensure the school operates safely, responsibly and in line with requirements.

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## Role Purpose

The Business and Compliance Officer supports the effective operation of Compass Independent School by coordinating key business, financial and compliance processes. The role is responsible for ensuring that required administrative, reporting and compliance activities are completed accurately, on time and in line with legislation and school policies.

Working closely with the Co-Principals and external providers (including the bookkeeper, insurers and contractors), the Business and Compliance Officer maintains core systems and records across finance, employment administration, workplace health and safety and regulatory compliance. The role requires sound judgement, attention to detail and the ability to work independently within established frameworks.

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## Key Responsibilities

### 1. Compliance and Regulatory Support

- Maintain and monitor the school's compliance calendar to ensure reporting and review requirements are met.
- Prepare and submit compliance data and documentation, including census and regulatory reporting, under the oversight of the Co-Principals.
- Maintain records relating to policies, licences, certifications and insurance renewals.
- Coordinate documentation and evidence for compliance reviews and audits.
- Maintain registers related to safety, including testing and tagging, chemicals and first aid incidents.
- Liaise with external providers and the university facilities team regarding fire safety processes, drills and required checks.



## 2. Risk Management and Workplace Health & Safety

- Support risk management processes for school activities, including camps, excursions and higher-risk learning environments.
- Prepare and maintain risk assessments and ensure documentation is current and appropriately stored.
- Conduct workplace health and safety audits and maintain hazard and incident registers.
- Support the ongoing review of WHS procedures and staff awareness requirements.

## 3. Finance and Business Administration

- Process invoices, reimbursements and payments in accordance with school procedures, including use of the school debit card.
- Issue invoices to families and external parties as required.
- Accurately manage receipts and financial records within Xero (or equivalent systems).
- Support reconciliation processes in collaboration with the bookkeeper, particularly where transaction context or clarification is required.
- Prepare and provide financial data to support audits, census submissions and reporting.

## 4. Human Resources and Employment Administration

- Prepare employment contracts, letters of offer and onboarding documentation for staff.
- Support recruitment processes, including posting job advertisements and coordinating candidate communication.
- Maintain accurate staff records, including clearances, contracts, professional learning and leave documentation.
- Communicate staff leave and attendance information to the bookkeeper to support payroll accuracy.



## 5. Data, Systems and Records Management

- Maintain accurate, secure and well-organised records across compliance, finance and employment systems.
- Develop and manage data collection forms for staff and families, ensuring information is captured accurately and in line with privacy requirements.
- Maintain a central repository of business and compliance documentation accessible to the Co-Principals as required.

## 6. General Administrative Support

- Provide administrative support to the Co-Principals on operational and compliance-related matters.
- Maintain templates, procedures and documentation that support consistent and efficient school operations.
- Assist with the preparation of materials for audits, inspections and meetings.

## 7. Other

- Act as the **Responsible Officer (RO)** on nominated working days, serving as the escalation point for early pick-ups of children and young people, significant first aid incidents or operational issues that arise after morning administrative coverage by the school's Administrative Assistant concludes.
- Coordinate responses and liaise with relevant staff or families as required and escalate to the Co-principals when necessary.
- Undertake additional duties as requested by the school leadership team to support the safe and effective day-to-day operation of the school.

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## Skills and Attributes

- Strong attention to detail and commitment to accuracy.
- Well-developed organisational skills and ability to manage deadlines.
- Clear written and verbal communication skills.
- Sound judgement and discretion when handling confidential information.
- Ability to work independently while seeking guidance where appropriate.
- Willingness to learn and develop understanding of compliance and school operations.
- Confidence using digital systems, including Google Workspace and financial software (e.g. Xero).

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## Experience and Qualifications

- Experience or demonstrated capability in administration, compliance, finance support or business operations (education experience advantageous but not essential).
- Interest in compliance, systems and organisational processes.
- Current Queensland Blue Card (Working with Children Check) is required.
- First aid certification (or willingness to obtain).

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## Classification, Hours and Remuneration

- **Classification:** Level 4 under the *Educational Services (Schools) General Staff Award 2020*.
- **Hours:** Mondays (Term Time), 8:00 am – 4:15 pm.
- **Weeks per year:** Term time, plus up to three additional days scheduled outside of term time to support key school operational periods (including the commencement of the school year, end-of-year transition and mid-year preparation).
- **Remuneration:** \$40 per hour + superannuation.
- Remuneration will be paid in accordance with the Award and hours worked.

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## Relationships

- **Internal:** Co-Principals, bookkeeper, teaching and administrative staff.
- **External:** Auditors, insurers, government bodies, contractors and university facilities staff.

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## Values Alignment

All staff at Compass Independent School are expected to uphold and model the school's values of being caring, fair, open-minded and respectful in all interactions with children, young people, families, colleagues and the wider community.

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## Child Safety Commitment

Compass Independent School is committed to child safety. Employment is subject to child safety screening, including a current Queensland Blue Card (Working with Children Check) and referee checks.