



San Silvestre School

COMPLIANCE OFFICER

Post title: Compliance Officer

Internal relationships: Peruvian Director / Administration and Finance director/ Chief of Human Resources

Description

San Silvestre is currently seeking a Compliance Officer who will be responsible for ensuring that the school adheres to local regulations as well as internal policies. This person will monitor the quality of academic and administrative processes, guaranteeing regulatory compliance and the proper management of information.

Roles and Responsibilities

Legal & Regulatory Compliance

- Monitor changes in the educational, labour, tax and administrative legislation applicable to the education sector.
- Ensure compliance with the provisions and regulations issued by MINEDU and other regulatory entities.
- Manage requirements and inspections of government entities, such as data protection, Indecopi, health and safety, among others.
- Keep institutional policies and procedures up to date.
- Coordinate internal and external compliance-related audits.
- Prepare compliance reports for management and the Board of Directors.
- Conduct regular internal audits to verify compliance with regulatory standards.

Safeguarding and Child Protection

- Supervise compliance with child protection and safeguarding policies.
- Verify that all employees have the required documentation to work with minors.
- Manage protocols for reporting and monitoring incidents related to student protection.
- Monitor compliance with mandatory safeguarding training.

Data Protection and Confidentiality

- Supervise compliance with personal data protection regulations in all areas of the school.
- Guarantee the proper and secure handling of the information of students, families and collaborators.
- Review processes related to data collection, storage, and processing.
- Manage incidents related to privacy and confidentiality.
- Promote adequate information protection practices within the educational community.

Administration

- Review and prepare contracts that safeguard the school, students and staff members against possible liabilities and ensure all school requirements are met.
- Attend staff meetings, training and development sessions as directed by Heads of Department or a member of the SLT.
- Ensure that all administrative tasks are completed in a timely, effective, and efficient manner.
- Refer any serious concerns or complaints to your line manager and/or the appropriate member of the SLT.
- Ensure that all school contracts and processes follow internal compliance procedures.
- Review all insurance contracts and lead negotiations to make sure the school has the best products available.

Other Responsibilities

- Provide school reports in accordance with the school calendar.
- Contribute towards school events and celebrations.
- Understand, embody, and be committed to the philosophy and ethos of the School.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.

Knowledge and Competencies Required

Essential

- Graduate in Law, Business Administration, Education, Business Engineering or a related field.
- Prior experience in compliance, risk management, or educational administration.
- Strong familiarity with Peruvian education regulatory bodies and legal frameworks impacting the education field.
- Exceptional analytical and organisational skills, strong written and verbal communication, and the ability to translate technical legal language into actionable, school-wide instructions.

- Ability to work independently, proactively, and solution-focused
- Ability to communicate with different members of the Staff.
- Advanced level of English.
- Maintain a strong understanding of educational technology.
- Be a proficient user of Google tools for education (Gmail, Classroom, Sheets, Slides etc).

Desirable

- At least two years of experience in similar positions.
- Specialisation in Legal or Compliance areas.

This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head of School in the light of those changing requirements and in consultation with the post holder. In any event, the Head/Head of Section reserves the right to review and amend the job description.

To apply for this position, please send your CV to applications@sansilvestre.edu.pe.

We are accepting applications on a rolling basis, so please apply at your earliest convenience. We will review applications as they are received, and will make an appointment at any point during the recruitment cycle.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.