

COMPLIANCE EXECUTIVE

Links to: [Learner Services Manager](#)

WHO ARE WE?

Nexus is an empowering, learning-focused community. We strive to create an honest, open and innovative community with our learners, parents and peers. We believe that we have something unique and special here, we are proud to be different in the way we work; and how we teach and learn.

WHO ARE WE LOOKING FOR?

At Nexus, we do things differently. Each member of staff is valued and recognised as a unique individual collaborating as part of a supportive community, to elevate one another with innovative ideas. Our strategies emerge from the collective positive mindsets of our colleagues. You will experience high levels of ownership and empowerment in your role.

JOB DESCRIPTION

The Compliance Executive is responsible for ensuring the School's policies and procedures comply with regulatory and accreditation standards and to ensure that our operations comply with the standards, as well as with our internal policies and procedures

ROLE AND RESPONSIBILITIES

- Oversee, review and manage and implement policies and processes of the various departments/areas/functions
- Regularly reviews processes and procedures and recommends effective improvements.
- Organise, oversee, coordinate and manage
 - CPE EduTrust requirements
 - CPE ERF requirements
- Assist with Academic Accreditations CIS/WASC/CAIE/IB coordination
- Serve as an advisory role to all members of Nexus to ensure all policies and processes are adhered to the internal guidelines and policies.
- Oversee and manage the survey and feedback/complaints management
- Oversee and manage requirements by all other authorities/agencies/bodies
- Oversee, manage and ensure compliance with data processing, and data protection
- Review and evaluate company procedures to identify hidden risks
- Be part of Management Representative team for EduTrust
- To work closely with the stakeholders on the accreditation process
- To perform any other duties as assigned by the management, stakeholders and reporting manager

A TYPICAL DAY

I start work at 8am and always arrive a few minutes earlier to get a cup of tea and plan my priorities for the day. Today I have the morning available to check we have all the documentation available for an upcoming EduTrust visit. I need to find the Head of Primary to check on assessment data and also the Head of Operations to extract survey information needed. I check all the draft documents that are ready for approval and add them to be approved at the next meeting. In the afternoon I have a chat with the Head of Secondary about the IGCSE examination trials as we need to check we have enough invigilators. At the end of the school day I attend a CIS/WASC self-study workshop as I am learning this process and am looking for opportunities to ensure I fully understand it. I make sure my emails are up to date and think about the priorities for the next day before I leave the office.

QUALIFICATIONS AND SKILLS

- Organised and detail oriented
- A genuine team player and collaborator
- Self motivated and self directed
- Efficient Time management skills
- Experience and knowledge in ISO, Auditing, CIS, WASC, IB, EduTrust and CPE requirements is an advantage
- Relevant diploma or equivalent
- Experience in Education Industry

Nexus International School (Singapore) is committed to the safety and wellbeing of our children and families. Nexus endorses the Convention on the Rights of the Child, which Singapore ratified on 11 December 2008, and establishes a clear policy and guidelines to protect our learners from maltreatment by any person or persons who come in contact with them in any environment.

Nexus International School (Singapore) is an equal opportunity employer. We respect and seek to empower each individual and value the diverse cultures, perspectives, skills and experiences within our school.

Whilst every effort has been made to explain the main duties and responsibilities, the role may be revised from time to time.