



Little Giraffes

Empowering Little Learners

Business and Legal Assistant

Placement Role Profile

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Document Contents:

1. Role Overview
2. Role Description
3. Role Specification
4. Appendixes (Separate Documents)
 - 4.1 Brand Poster
 - 4.2 Safer Recruitment Policy

Section One: Role Overview

Name of Role:	Business and Legal Assistant
Placement Hours:	<ul style="list-style-type: none"> • Daily placement hours 07:45-16:15 (including daily briefings/debriefs). • On site and/or remote.
Placement Length:	All Business and Legal placements should take place for a whole academic term. Dates available on our website. Longer placements are available.
Reporting to:	Manager and Director of Quality (Ofsted Nominated Individual).
Salary:	Little Giraffes offers unpaid placements that provide professional experience which may support employment opportunities in the future.
Location:	Bispham Hall, Warbreck Drive, Bispham, Blackpool, FY2 9LF This role is available on site for face-to-face delivery and/or remotely.
Role Summary:	<p>As a Business and Legal Assistant at Little Giraffes, you will assist in various legal and compliance tasks that contribute to our organisational growth and ensure adherence to relevant regulations.</p> <p>This is a unique opportunity to enhance your business and legal skills while contributing to the establishment of a forward-thinking, values-driven organisation. You'll gain hands-on experience, receive direct mentorship and have the chance to make a meaningful impact as we grow.</p>
Safer Recruitment:	Business and Legal Assistants on placements will need to comply with all safer recruitment requirements prior to commencing their

	placement and throughout their placement journey with Little Giraffes.
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Section Two: Role Description

At Little Giraffes, we prepare role descriptions in line with our core principles. Our approach ensures that everyone at Little Giraffes understands how their role supports our core principles. All roles are reviewed annually as part of our self-evaluation and continuous improvement.

Our Core Principles	Specific Role Duties
<p>We ensure our people and practices are SAFE.</p>	<p>Safeguarding:</p> <ul style="list-style-type: none"> Support the organisation in maintaining GDPR and data protection compliance, ensuring personal and sensitive information is handled lawfully and securely. Assist with preparing and reviewing safeguarding-related documentation, policies and records to ensure compliance with legal and regulatory requirements. Support the review of contracts, codes of conduct and policies to ensure safeguarding responsibilities are clearly reflected. Escalate any concerns relating to data protection to the Data Protection Officer and compliance or safeguarding risks to Directors promptly. <p>Health and Safety:</p> <ul style="list-style-type: none"> Assist with preparing and reviewing health and safety compliance documentation, including policies, risk assessments and audit materials. Support food business compliance by helping maintain paperwork related to food hygiene, safety standards and regulatory inspections. Contribute to ensuring legal and procedural requirements are met in relation to workplace health, safety and food safety regulations. Help organise and maintain accurate records to support inspections, audits and compliance reviews. <p>Team Development:</p> <ul style="list-style-type: none"> Support colleagues by providing accurate information and documentation related to policies, procedures and compliance requirements.

	<ul style="list-style-type: none"> Contribute to building a culture of compliance and accountability by promoting understanding of legal and regulatory responsibilities. Assist with research and briefing materials that support informed decision-making across the organisation. Work collaboratively with teams to ensure policies and processes are understood and consistently applied. <p>Regulatory Compliance and Quality Assurance:</p> <ul style="list-style-type: none"> Assist in preparing documentation and evidence for audits and inspections including ISO27001:2023 and other quality frameworks. Support regular reviews of policies, procedures and records to ensure they meet regulatory and quality standards. Contribute to continuous improvement by identifying gaps, risks, or opportunities for strengthening compliance processes. Help ensure business practices align with legal requirements, contractual obligations and organisational values.
<p>We maintain an OPEN approach within the setting.</p>	<p>Stakeholder Support and Communication:</p> <ul style="list-style-type: none"> Support clear, professional communication with families and stakeholders by assisting with the preparation and review of policies, contracts and compliance-related information. Help ensure information provided to families is accurate, transparent and aligned with legal and regulatory requirements. Assist in maintaining secure and compliant records relating to families, funding and contractual arrangements in line with GDPR. Support the organisation in responding to formal queries or complaints by preparing relevant documentation and background information. <p>External Agencies and Compliance Bodies:</p> <ul style="list-style-type: none"> Support positive working relationships with statutory and non-statutory agencies by assisting with documentation, compliance requirements and information requests.

	<ul style="list-style-type: none"> Help prepare materials for engagement with regulators, auditors, local authorities and food safety bodies. Assist with business research, competitor analysis and partnership mapping to identify growth and funding opportunities aligned with organisational values. Represent the organisation professionally in written communications with external partners as required.
<p>We embed FUN throughout our approach to learning.</p>	<p>Organisational Learning and Compliance Awareness:</p> <ul style="list-style-type: none"> Develop understanding of key regulatory frameworks, including GDPR, food safety legislation, employment law basics and business compliance standards. Support the review and development of internal policies, procedures and codes of conduct to strengthen organisational learning and compliance. Assist in preparing guidance materials that support staff understanding of legal and regulatory responsibilities. Engage in ongoing learning related to audits, quality assurance frameworks and regulatory best practices. <p>Resources:</p> <ul style="list-style-type: none"> Assist with the organisation and maintenance of business records, contracts, compliance documentation and audit evidence. Support sourcing and managing resources required for compliance, audits and business development activities. Help maintain secure systems for storing sensitive information, ensuring alignment with GDPR and data protection standards. Contribute to efficient document management processes that support transparency, accountability and operational effectiveness.

Section Three: Role Specification

Qualifications and Training:	Essential	Desirable
Study or interest in business law, compliance, HR, or governance.		X
Working towards or recently completed a qualification in Business, Law, Public Services, Administration, or a related subject.	X	
Willingness to complete basic GDPR and safeguarding training as part of the placement.	X	
Previous training or coursework related to GDPR, health and safety or food safety.		X
Experience:	Essential	Desirable
Any placement, volunteering, or work experience in an office, administrative, legal, or compliance-related role.		X
Skills and Abilities:	Essential	Desirable
Organised approach to tasks and documentation.	X	
Basic understanding of contracts, policies, or compliance documents.		X
Attention to details and accuracy.	X	
Excellent written and verbal communication skills.	X	
Confidence using Microsoft Office / Google Workspace.	X	
Knowledge and Understanding:	Essential	Desirable
Awareness of GDPR, food safety regulations, or employment law fundamentals.		X
Understanding of quality assurance frameworks (e.g. audits, ISO standards).		X
Interest in how legal and regulatory requirements support safe, ethical business practice.		X
Basic understanding of professional conduct, confidentiality and data protection principles.	X	
Awareness of the importance of legal and regulatory compliance in organisations.	X	
Little Giraffes All Roles:	Essential	Desirable
Commitment to equality, diversity and inclusion.	X	
Commitment to our core principles and values.	X	
Commitment to continuous personal development and completing sector leading training.	X	

Commitment to meet the needs of the organisation including during periods of change.	X	
Commitment to safer recruitment including obtaining and maintaining a satisfactory Enhanced DBS and medical clearance.	X	

Section Four: Appendixes (Separate Documents)

4.1 [Brand Values](#)

4.2 Safer Recruitment Policies