

School Business Leader and Data Protection Officer (DPO)

FTZ/006

Closing Date: Midnight, Sunday 3rd June 2018



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Our Vision:

A collaboration of schools aiming for excellent outcomes for children in our community through:

- Excellence in teaching and learning
- Developing inspiring leaders
- Collaboration between children
- Innovative business management achieving best value



Our Network:

Future Zone is made up of 19 schools in Islington. You can view our network of schools by following this link:

<http://futurezone.org.uk/our-network/>



Our History:

Educational Action Zones

North Islington Education Action Zone (NIEAZ) was one of the first of the statutory education action zones (EAZ's) established under the School Standards and Framework Act 1998. The aim of EAZ's was to maximize educational opportunities in areas of social and economic deprivation. Each zone operated for an initial three year period, and the successful ones, such as NIEAZ, were extended for two further years.

In November 1999 schools in the Northern part of Islington Local Authority were invited to 'join' together to share good practice, identify joint priority areas and to work collaboratively to raise educational standards in their schools. The Zone comprised fourteen primary schools, three secondary schools and one special school and two nursery schools joined as associates.

You can find more information about

Future Zone from:

<http://futurezone.org.uk/>



School Business Leader and Data Protection Officer (DPO)

Working for Futurezone in Islington, a collective of 18 schools, working together to improve education for their pupils.

Grade: PO6 – PO7 Term Time Only or All Year Round

Actual Salary Range: £45,438 - £52,071 per annum (pro rata)

Hours of work: Part time, one day a week with a possibility of increasing requirement

Contractual status: 2 year fixed term

Required for September 2018

Core purpose:

- Providing strategic leadership and professional management in the areas of:
 - Finance for the Zone
 - GDPR
 - Group Procurement for the Zone
- Be an active and visible member of the cluster senior leadership team.

We are looking for someone who can:

- Work at a senior level to co-ordinate business services across our cluster of schools
- Work well with a range of colleagues to achieve significant business enhancements across our cluster
- Develop strategy and operations to ensure our cluster is meeting its objectives.

For an informal conversation about the role please contact Juliet Benis, CoChair of Futurezone Cluster (Ambler Primary School, Islington) on 0207 226 4708.

Closing date for applications: Midnight on Sunday 3rd June 2018

Short listing Week commencing 4th June 2018

Selection dates 13th June 2018

Futurezone are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

School Business Leader and Data Protection Officer (DPO)

Job Description

Post: School Business Leader and Data Protection Officer (DPO)

Grade: PO6 – PO7 (Pro-Rata)

Accountable to: Future Zone Heads – Line Managed 1 to 1 by Host Head Teacher and other Future Zone Cluster Head

Core purpose:

- Providing strategic leadership and professional management in the areas of:
 - Finance for the Zone
 - GDPR
 - Group Procurement for the Zone
- Be an active and visible member of the cluster senior leadership team.

Main responsibilities

1. Strategic leadership role

As a member of the leadership team, the post holder will:

- Contribute to the strategic direction of cluster;
- Ensure that the cluster makes the best possible use of resources through effective planning, considering all financial and other resource implications;
- Prepare annual and medium-term plans, in consultation with the Zone, taking into account performance improvement objectives, future funding, projections, and other potential events and activities;
- Provide clear information, advice and recommendations to the Zone board regarding strategic development of support services;
- Understand and advise the Zone board on the implications of government policies, local authority policies, Zone trends and developments;
- Participate and represent the Zone in national and local networks of bursars/finance directors and managers, so that Zone is alert to new trends and is familiar with current best practice;
- Establish a high level of credibility and manage strong working relationships with internal and external parties;
- Promote and market the cluster to a variety of audiences to raise the profile with the local community and seek sponsorship;

2. Data Protection Officer for the Zone in line with the new General Data Protection Regulations

The main responsibilities will be to:

- Advise the Zone schools about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the Zone Schools methods of processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the Zone Schools compliance with data protection law, by:
 - Collecting information to identify data processing activities
 - Analysing and checking the compliance of data processing activities
 - Informing, advising and issuing recommendations to the school
 - Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate

Ensure the school's policies are followed, through:

- Assigning responsibilities to individuals
- Awareness-raising activities
- Co-ordinating staff training
- Conducting internal data protection audits

Advise on and assist the school with carrying out data protection impact assessments, if necessary

Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:

- Helping the ICO to access documents and information
- Seeking advice on data protection issues

Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:

- Responding to subject access requests
- Responding to other requests regarding individuals' rights over their data and how it is used

Take a risk-based approach to data protection, including:

- Prioritising the higher-risk areas of data protection and focusing mostly on these
- Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve

Report to the governing board on the Zone school's data protection compliance and associated risks

Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role

Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role

Maintain a record of the Zone school's data processing activities

Work with external stakeholders, such as suppliers or members of the community, on data protection issues

Take responsibility for fostering a culture of data protection throughout the Zone

Notes for internal candidates

Internal staff members may take on this role, but before expressing an interest should be aware that the DPO must:

- Be a senior member of staff, reporting to the board of governors
- Have a role which is compatible with the DPO role, in terms of time and workload
- Not have any conflicts of interest between their current role and the DPO role

3. Finance

- Prepare an annual and quarterly budget reports for approval by the Zone board;
- Plan and monitor the cash flow of the Zone, implement creditor and debtor policies and procedures,
- Ensure that the financial and management accounting systems are up to date and support all accounting and reporting needs;
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and the effective operation of all financial controls;
- Advise on external and internal audit arrangements as required by financial regulations and funding bodies;
- Liaise with auditors and facilitate all audit arrangements;
- Implement audit requirements as they affect all financial activities;
- Research and complete funding bids to external bodies including government departments to maximise the resources. Ensure that any funds received from successful bids are spent appropriately and within timescales;
- Maximise revenues from sales and purchases, sponsorship, fundraising, lettings and business activities

3. Procurement and contract management

- Prepare and implement policies concerning the procurement and ordering of all Zone supplies and services to ensure best value for money;
- Monitor the operation of policies concerning procurement and ordering and prepare such reports as may be required;
- Monitor the operation of contracts entered into for the supply of services.

4. Administration services

- Ensure the development and maintenance of appropriate administration systems to support the objectives and aims of the Zone;
- Maintain systems in order to provide statistical and information returns for outside agencies;
- Ensure that the support office functions in each school provide appropriate and efficient services;
- Identify operational efficiencies across the Zone.

Person specification: School Business Leader and Data Protection Officer (DPO)

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • A degree - ideally in accountancy, business management or a related discipline) • A school business management qualification
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development • Experience as a school business manager for at least 2 years
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders •
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to work across a range of school settings and effectively with Headteachers across the cluster

How to Apply

POSITION	School Business Leader and Data Protection Officer (DPO)
SCHOOL	Future Zone
RESPONSIBLE TO	Future Zone Heads- Line Managed 1 to 1 by Host Head Teacher and other Future Zone Cluster Head

Application Deadline

Completed application forms must be received by Midnight, Sunday 3rd June 2018. Please note that late applications will not be accepted.

- Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference FTZ/006.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection

Guidance for candidates applying for a job with Islington Schools

Please read this carefully **BEFORE** you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.