

**Job Description**

**Compliance Officer**

The Compliance Officer reports to the Bursar and is responsible for delivery and improvement of all aspects of the School’s regulatory and legal compliance and will Act as the School’s Data Protection Officer. It is important that he/she is fully up to date with the requirements of the General Data Protection Regulations (GDPR), and has a sound grasp of Health and Safety regulations and best practice in the education sector.

The Compliance Officer will support the Bursar, the Headmistress and the Governors in pursuing the strategic objectives of the School. The role will also take the lead of Health and Safety Officer for the School.

**Key Responsibilities**

Compliance and Legislation

* Lead the School’s data protection strategy and implementation of its existing project plan to ensure compliance with GDPR.
* Assist in the development of privacy training to facilitate and promote information privacy awareness within the School, particularly provision in relation to GDPR.
* Monitor and record GDPR compliance – including analysing the compliance of processing activities and informing, advising and issuing appropriate recommendations.
* Advise across the school on all types of data protection issues – including providing briefings to SLT and/or governors, informing individuals of their obligations under GDPR.
* Take responsibility to educate employees across the school in respect of data protection principles, processes and procedures for GDPR compliance and avoiding and dealing with data breaches.
* Create ‘best practice’ guidance for data processors, preferably in written form for future reference.
* Monitor and evaluate data management procedures and compliance within the school, identifying the School’s data processing activities.
* When required, cooperate with the ICO and being a first point of contact including responding to complaints submitted to the ICO and, if required, data breach notifications.
* Advise on and monitor performance of Data Protection Impact Assessments (DPIA), including a description of the processing activity and its purpose, outlining any risks and measures taken in response to advising on the methodology of the DPIA.
* Respond to individuals whose data is being or has been processed, including dealing with subject access request, executing the right to be forgotten, and considering the restrictions on processing.
* Carry out legal research, and prepare policies on behalf of the Senior Leadership Team (SLT).
* Review policies annually on behalf of SLT, with reference to the regulations of the Independent Schools Inspectorate.

Health & Safety

* Lead the School’s overall Health and Safety programme by establishing and managing processes, communication, training and systems to ensure that the School is compliant with Health and Safety and other relevant legislation.
* Regularly update policies and practices to reflect changes to legislation using the services of the School’s external health and safety consultant as necessary. Ensure that staff/pupils are aware of and adhere to new policies.
* Ensure as far as reasonably practicable the health, safety and welfare of staff and pupils (both in school and during off site visits), visitors, volunteers and contractors.
* Liaise with the School’s external health and safety consultants in the provision of Health and Safety and First Aid training and communicate scheduled programmes within both Schools. Ensure that accurate training records and certifications are maintained.
* Ensure that regular inspections and risk assessments are carried out and any hazard or defects are rectified immediately and that all accidents are properly recorded.
* Carry out the responsibilities of Secretary to the Health and Safety Committee by preparing and circulating the agenda, providing accident statistics and taking and circulating minutes.
* Take responsibility for ensuring that all risk assessments are prepared and reviewed, including DSE, Educational Visits (EV1) Work risk, Maternity and Nursing mother risk assessments
* Liaise with the Health & Safety consultant on the annual Fire Risk Assessment and Health & Safety Audit, and promptly progress all action points
* Attend external Health & Safety update events, at least annually. Maintain the relevant Health & Safety certifications available from ISBA, ROSPA etc.
* Submit RIDDOR (Reporting of Diseases and Dangerous Occurrences Regulations) to the Health & Safety Executive, if required
* Handle all copyright and Intellectual Property matters, and advise staff when requested, in addition manage the School’s licences and subscriptions, including collating all Agency returns

The Compliance Officer will undertake any other tasks which are requested by the Bursar.



**Person Specification**

**Compliance Officer**

|  |  |
| --- | --- |
| Qualifications and experience | * Full understanding of and demonstrable experience, in all aspects of UK data protection and health and safety law - Essential * Knowledge and Experience ideally in a compliance or data protection capacity with an in-depth knowledge of GDPR – Essential * Degree level in legal / compliance – Desirable * Experience of using Microsoft Word and Excel * Proven team leadership and management experience * Familiarity of information technology and infrastructure and information security practices and audits * Deep understanding of business principles and practices of health and safety |
| Skills | * Excellent written skills with the ability to communicate effectively * Ability to prioritise day to day tasks and deal with changing deadlines * IT skills: Word, Excel, and Outlook - Essential * Leadership skills and experience |
| Personal qualities | * Motivated to learn and take on new challenges * Ability to relate to all personnel within the School and the wider School Community * Able to work independently and to take ownership of tasks * Ability to react to changing priorities and multi-task * Integrity, professional ethics and a sound judgement in managing risks |
| Philosophy and Ethos | * A commitment to safeguarding and promoting the welfare of children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children * Strong support for the Christian ethos of the School |