

Brentwood Ursuline Convent High School Job Description



Assistant to the School Business Manager, incorporating Data Protection and Compliance Officer / Clerk to the Governing Body / Administrative Support to Deputy Headteachers

General information

Contract type: Permanent, Part time (5 days per week / 37 hours per week / 41 working weeks per year / 46.7 paid weeks per year). Note the role does include some evening work.

Salary: Scale 7 (pro rata)

Reporting to: School Business Manager

Purpose

1. To support the School Business Manager
2. Act as Data Protection Officer. The DPO is responsible for monitoring compliance with current data protection law and ensuring that the school fulfills its statutory duties with regard to information. They should have the knowledge, support and authority to carry out this role effectively.
3. Act as Clerk to the Governing Body
4. Provide administrative support to the Deputy Headteachers in respect of specified areas

Key responsibilities

1. Support the School Business Manager

To support the School Business Manager, including specifically:

- To take delegated responsibility for Health and Safety premises matters following appropriate discussions with the School Business Manager. Liaising with the Site Team, Catering Team etc as appropriate;
- To be responsible for the administration of the school's Single Central Record.

2. DPO

- Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's 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 Body on the 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 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 school
 - Work closely with other departments and services to ensure GDPR compliance, such as HR, legal, IT and security
 - Maintain the School Website ensuring that it remains Compliant.
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3. Clerk to Governors

Provide advice to the Governing Body

- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body;
- Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advises on the annual calendar of Governing Body meetings and tasks
- Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of Governors taking on new roles, in particular Chair or Chair of a committee

Effective administration of meetings

- With the Chair and Headteacher prepare a focused agenda for the Governing Body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate
- Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting
- Draft minutes of Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Governing Body), the Headteacher
- Circulate the reviewed draft to all Governors (members of the committee), the Headteacher (if not a Governor) and other relevant Body, as agreed by the Governing Body and within the timescale agreed with the Governing Body
- Follow-up any agreed action points with those responsible and inform the Chair of progress

Membership

- Advise Governors and appointing bodies in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner;
 - Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
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- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the Governing Body; and
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the Governing Body on succession planning (of all roles, not just the Chair)

Manage Information

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of Governing Body correspondence
- Ensure copies of statutory policies and other school documents approved by the Governing Body are kept in the school and published as agreed, for example, on the website

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

Additional Services

- The clerk may be asked to undertake the following additional duties:
 - Clerk any statutory appeal committees/panels the Governing Body is required to convene:
 - Assist with the elections of parent and staff Governors
 - Participate in, and contribute to the training of Governors in areas appropriate to the clerking role
 - Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
 - Maintain archive materials
 - Prepare briefing papers for the Governing Body, as necessary
 - Conduct skills audits and advise on training requirements and the criteria for appointing new Governors relevant to vacancies
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4. Administrative Duties to the Deputy Headteachers

- To provide confidential secretarial and administrative support.
- To effectively use word processing and spreadsheet facilities to ensure the production of letters, reports and documents as required.
- Operate a range of computer applications e.g. SIMS, databases, spreadsheets, e-mail and internet as necessary.
- Undertake the administrative duties related to the production of questionnaires for use by students, staff, parents or Governors.
- Undertake the administrative duties related to creating the School's Calendar of Events for parents and staff.
- Take minutes of meetings as required.
- Undertake research to provide information for the Deputy as required.
- Arrange refreshments for visitors as required.

5. General

- To undertake any training commensurate with the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace and Data Protection compliance
- To contribute to the ethos of this catholic school
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are exclusive nor exhaustive and the postholder may be required by the Headteacher or Governing Body to carry out appropriate duties within the context of the job, skills and grade.

Person Specification: General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy office / school environment Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures

	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others
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