

**Candidate Information Pack
Appointment of Data Protection Officer
Full Time, Fixed Term Contract
Start Date – End of January/Early February 2018**



Front View of Main School Building

Sir William Perkins's School
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New Sixth Form Centre opened Summer 2016

Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 611 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive and ongoing building and refurbishment programme including a new staff room and kitchen and refurbished staff work room in autumn 2017. New Sixth Form centre, Drama Studio and Careers centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



Atrium opened Summer 2016



Aims of the School

Our shared vision is:

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Aims of the School

The purpose of the school is to provide an excellent all round education for its students.

The aims are:

To maintain high academic standards.

To encourage the enjoyment of learning and good habits of work.

To help each student

- to develop fully as an individual
- to cultivate creative and practical skills
- to gain the qualifications they need to embark on their chosen career
- to grow in confidence
- to think independently
- to be a responsible, unselfish member of the community

Why work at Sir William Perkins's School?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.



The Position

We are seeking an individual who is educated to degree level with relevant experience and may be a professional such as a lawyer, legal executive or data protection professional to manage the school's compliance with the GDPR (General Data Protection Regulation) requirements.

You will be expected to grasp the complexity of data management and the legal requirements surrounding it. You will have a strong understanding of databases and data analysis procedures and be tech-savvy with the ability to troubleshoot to succeed in this role. We expect that you will value attention to detail and be comfortable working to tight deadlines.

You will possess expert knowledge of data protection law and practices, including DPA 1998 and PECR 2003, preferably within the context of charity or fundraising activities.

A background in facilitating workshops and presentations and the ability to influence, encourage and support positive change within an organisation would be advantageous.

This is a full-time, fixed term contract position however we would consider candidates looking for part time role and we are willing to discuss hours by mutual agreement. We would also consider candidates who wish to work on a self-employed basis. Ideally we would be looking for the right candidate to start as soon as possible.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.

Data Protection Officer – Person Specification

Qualifications and Experience

- Proven experience with a clear understanding of GDPR and experience in complying with UK data protection legislation
- A background in compliance, data security, IT security, governance, legal or audit is essential

Knowledge, skills and abilities

- Sound understanding of data protection, administration and management functions (collection, analysis, distribution etc.)
- Experience in policy and report writing and implementing new policies and procedures
- Familiar with modern database and information system technologies
- Proficient in MS Office (Excel, PowerPoint, Word etc.)
- Analytical mindset with problem solving skills

Personal

- Ability to work independently yet also a strong team player
- Excellent communication (verbal and written) and interpersonal skills
- Ability to maintain a high degree of confidentiality, trust and credibility
- Attention to detail
- Calm, controlled and resilient demeanor
- Commercial attitude to time management

Data Protection Officer - Job Description

Accountable to: School Business Director (who reports to the Head)

This is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post.

- Enforce policies for effective data management to ensure compliance with the legal regulatory framework of GDPR
- Perform 'Impact Assessment's' that gain a thorough understanding of the scope of the data, compliance requirements and the number of additional 3rd party Data Processors that make up their data processing chain.
- Liaise with the national data protection authorities overseeing, reporting to and management of their registrations with those authorities
- Provide recommendations and future countermeasures to ensure related Business Risk is managed with effective policy management
- Chair GDPR Steering committee and communicate amendments to the GDPR regulations to the school
- Take ownership of, and leadership for, educating the senior leadership team, middle managers and staff on their responsibilities and to define preventative and proactive process to be followed by the school to minimise risk.
- Define scope for conducting ongoing audits and address potential issues proactively.
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.
- Implement efficient and secure procedures for data handling by creating standard templates to compile detailed reports highlighting the GDPR specific issues for each dataset.
- Establish rules and procedures for data sharing with Senior Leadership team in their responsibility areas and present findings.
- Monitor and analyse information and data systems and evaluate their performance to enhance them.
- Assist with creating reports and data extraction when needed.
- Ensure that relevant aspects of the school's Health & Safety policy are implemented
- Undertake any reasonable task as directed by the School Business Director, Head or Senior Leadership Team member
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To be committed to the safeguarding of children and young people

Salary and Benefits

We are a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through HMC/University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- New Staff Room and kitchen and fully refurbished staff workroom for Autumn 2017
- Free lunches, tea and coffee and car parking on site
- Edenred childcare voucher scheme and family advice line
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Application

Letters of application and completed application form including the details of two referees should be sent to the Head, Mr C C Muller or by email to Mrs H Wood, HR Advisor recruitment@swps.org.uk, to arrive no later than Monday 22 January 2018 at 1pm.

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016