



APPOINTMENT OF A  
**DATA PRIVACY AND GDPR**  
ADVISOR

PART TIME  
TO START ASAP





# HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a good number move on to global top-10 universities; we also support pupils who wish to study at US and Canadian universities, some of whom achieve academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

Staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our modern Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# DATA PRIVACY AND GDPR ADVISOR

**We are seeking a highly organised and efficient Data Privacy and GDPR Advisor to join Hampton School.**

The Data Privacy and GDPR Advisor is a senior role within the Hampton School Trust and will be responsible for the operational delivery and coordination of Hampton School's (including Hampton School and Hampton Pre-Prep and Prep School) data protection function, including ensuring conformity with GDPR requirements, compliance and handling SAR requests.

You will be a strategic thinker with excellent knowledge of relevant UK and EU Privacy laws with the ability to manage internal risk accordingly, and ensuring compliance with data protection law. Strong administration, communication, organisation, change management and risk management skills are essential. You will also be comfortable

working with a broad range of colleagues including senior leaders and external stakeholders and be a confident communicator with the ability to convey complex messages in a simple and clear manner. The ability to work under pressure and to prioritise tasks to meet deadlines is essential.

This role will report to the Director of IT and in their absence the Bursar.



## KEY RESPONSIBILITIES

---

- Leading and promoting data privacy and information security within the School
- Being the first point of contact for staff raising data privacy queries
- Communicating confidentially and addressing any concerns on data privacy matters
- Liaising, briefing, advising and supporting staff and the Senior Leadership Team (SLT) on their obligations to adhere to data privacy obligations
- Work with the SLT to gain insight into processing activities and ensure that they are fully mapped and documented
- Analyse large volumes of data and identify risks and issues
- Analyse activities and processes against policy and legislation to identify gaps
- Analyse data, draw conclusions, produce reports and make recommendations to senior management in relation to areas of responsibility
- Leading digital data change management initiatives
- Carry out data mapping updates and review annually
- Draft and get agreed Data Protection Impact Assessments (DPIA) and review contracts where required
- Carry out Subject Access Requests (SAR) or large document collation / redacting as required in consultation with the Bursar
- Update the School Privacy Notices and keep them up to date
- Providing subject matter expertise and training, where required
- Conducting investigations on data privacy matters to discover the roots of the issue
- Coordinating and supporting the creation of the School's records of processing
- Coordinating and supporting the management of data privacy and information security incidents
- Drafting, coordinating and reviewing the creation of relevant data privacy documentation
- Drafting responses to complaints for the Senior Leadership Team (SLT)
- Leading on data privacy by design throughout the School
- Identifying data privacy improvements and providing feedback on areas for improvement
- Regularly monitoring and auditing data privacy to ensure execution of standards
- Retaining comprehensive data privacy records for the School
- Regularly reporting on data privacy matters, including to SLT
- Assessing, documenting, reporting and reviewing data privacy risks and mitigations
- Reviewing of Trust policies
- Executing and supporting projects on matters related to data privacy, compliance and safeguarding
- Continuously reviewing and improving aspects of data privacy in line with the School's needs
- Ensure the school's child protection policies are known, understood and used appropriately
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this
- Ensure that policies related to safeguarding such as the staff behaviour policy and the behaviour and sanctions policy are updated and reviewed annually
- Managing tendering and procurement of appropriate contracts and assist in purchasing other services
- Managing contractual matters in liaison with the Bursar, Deputy Bursar or Management Accountant
- Advising on commercial contract terms
- Drafting and filing reports with various agencies and liaising with those agencies, as required
- Consulting with solicitors and other professionals on data privacy matters, as required
- Coordinating and managing confidential waste, scanning and destructions services for the School
- Advising on ad-hoc issues arising
- Be the first point of contact for School data privacy matters
- Supporting the Bursar, Deputy Bursar and Director of IT, as required.



## PERSON SPECIFICATION

**The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:**

- Commitment to the paramount importance of the safeguarding and wellbeing of pupils
- Be commercially astute with proven experience as a Data Privacy Manager or comparable role
- Be degree educated and/or hold professional qualifications
- Be a qualified solicitor in data protection law, or a dual qualified solicitor with data protection experience
- 3-5 years post qualification experience (PQE)
- Possession of relevant qualifications such as CIPM, CIPT, CIPP/E, CISM, CISSP, and/or HCSSP, as well as involvement in industry related organisations (e.g. IAPP, ISACA, (ISC)<sup>2</sup>) are desirable. Where you do not have the qualifications, the School may support you with training courses
- Familiarity with relevant UK and EU Privacy laws (Data Protection Directive, Directive 95/46/EC, Data protection Act 1998, Privacy & Electronic Communications Regulations 2003, Regulation of Investigatory Powers Act 2000)
- The ability to think and act strategically, regarding the needs and objectives of the School while managing the internal risk accordingly, and ensuring compliance with data protection law
- The ability to work independently with a proven track record in project management, reporting and delivering to management deadlines
- Excellent written and verbal communication, presentation and interpersonal skills
- A professional and collaborative approach with the ability to work as part of a team and instil confidence
- The ability to develop and maintain effective relationships with all members of the school community and outside organisations calmly and efficiently, with the ability to work under pressure when required to do so
- A keen eye for detail with excellent administration and IT skills
- The ability to translate legislative requirements to colleagues with varying knowledge and experience
- The ability to balance and prioritise large quantities of concurrent deliverables
- Extract useful information from users who require support and effectively plan and coordinate resources
- Analyse issues, make informed judgments, take appropriate action and accept ownership
- Experience of working within a regulatory environment is desirable
- Familiarity of ISI compliance is desirable
- Assiduous and willing to avoid the '9 to 4 approach'
- Demonstrate a commitment to continuing professional development through attendance at INSET.



## OTHER

---

- To act as Fire Marshal and First Aider as required. Training will be provided
- To attend training courses as required
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role
- You may be required to work outside of contractual hours to fulfil the responsibilities of the role and/or in emergency.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities

## TRAINING

---

- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school, as required

## SALARY & BENEFITS

---

The remuneration package will be commensurate with the skills and experience of the successful candidate. Salaries are paid by bank transfer on the 25th of the month. The Governors review salary Scales each year to ensure they remain competitive.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

## HOURS & HOLIDAY

---

This is a part-time position and working hours will be as required to fulfil the responsibilities of the role with core hours being between 8.15am – 4.45pm. Working arrangements will be agreed at the time of appointment.

Hybrid/remote working arrangements may be considered.

There are 26 days annual holiday plus public holidays. The School is closed between Christmas and the New year and also Founders day which is in May half term.



## EQUAL OPPORTUNITIES

---

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## SAFEGUARDING

---

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**



For an informal discussion about the role and requirements, please contact  
Human Resources via [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**