

Job Description & Person Specification

Compliance Officer, Data Protection Manager and Senior Clerk to the Trust Board

Title:	Compliance Officer, Data Protection Manager and Senior Clerk to the Trust Board
Reports to:	Executive Headteacher for Folio Education Trust
Location:	Wallington County Grammar School, working across Folio Education Trust
Hours:	Part Time – 15 to 20 hours a week: Term Time plus two weeks (flexible)
Contract Type:	Permanent
Salary:	Full Time Equivalent: £27, 801 - £31,998 – Grade 7/8

The Core Ideology of Folio Education Trust

Folio Education Trust is a collaborative partnership of schools in South London who share a core purpose.

‘Folio’ comes from the Latin word ‘folium’ meaning ‘leaf’. Its definition is linked to the way in which the pages of a manuscript or a book are arranged and presented to the reader. The Trust has chosen this name to represent the knowledge and understanding required by people to unlock their aspirations and reach their personal best. ‘A book is a dream that you hold in your hand.’ The Trust also uses the term ‘Folio’ to represent the growth of children into well-rounded and successful young adults.

Core Purpose –Why do we exist?

- To implement a child centred focus to ensure all decisions lead to the development of confident young people who have character.
- To change people’s lives through exceptional and memorable experiences that ensure people discover and then reach their personal best and unlock improved life chances.
- To be an employer of choice and give staff the motivation to achieve job satisfaction and develop professionally through a talent management framework.
- To offer service provision that listens, understands and adjusts to the people that are being served.
- To develop a self-improving system between all academies within the Trust where collaboration occurs with the core purpose of raising standards.
- To explore beyond education to help remove barriers which prevent social inclusion.

What do we believe?

That we are outstanding. Not because we say it, but because we work hard at it. We are dedicated, committed and focused. We believe that every person will reach their personal best and overcome any challenge through a shared culture and ethos. We are dedicated to developing as successful individuals, creating a positive environment where all of us will learn. We never fail because we never give up. We believe in ourselves. We believe in each other.

Core Values – What guides us?

Our '*values system*' is shared by all academies within the Trust and is the cornerstone of our existence. It ensures that everything we do is with the young people in mind and promotes a culture and ethos which allows all to BELIEVE.

Believe in ourselves and those around us encouraging ability and creativity.

Endeavour at all times and never give up.

Love what we do and the end result will be a logical consequence.

Inclusion will help us ensure we are one community without isolation.

Emotional intelligence will guide our decision making.

Value our community and develop a sense of social responsibility.

Excellence will be achieved with a growth mind-set.

Our Vision for the Future

Long term goal on a national scale

Contribute towards the changing face of British Education and be one of the top five performing Multi-Academy Trusts in the country, designing and sharing school improvement strategies.

Long term goal on a global scale

Open an international school which removes barriers to poor education and limited life chances.

Vivid Description – what do we want to see in 10 years?

Our Trust will support academies that are the first choice of local families because of the 'gold standard' education that is provided. All academies within the Trust are student centred and this drives our decision making. Smiling faces are common place for students and staff as they are happy being part of the academy and part of a wider Trust community. Being educated as part of this Trust will mean something to not only the individual but also those who provide the next step of a young person's education, training or employment. The service provision which helps drive the individual organisations within the Trust is focused on quality – listening, understanding and adjusting to meet the needs of those it is designed to serve. A main objective is to provide a system of self-challenge, self-improvement and collaboration with a shared passion to raise standards and allow all students to reach their personal best. No student or member of staff is neglected but inspired to develop improved life chances and live long and happy lives. As part of the collaboration between academies there is a desire to research pedagogy and influence social change to remove the barriers which limit well-being and opportunities for recognising and reaching personal best. Every person deserves the best and the Trust will do what it takes to

deliver this while ensuring efficiencies and economies of scale which deliver outcomes beyond outstanding on a global scale.

Summary of the role.

This post has been created to address the increasing levels of regulatory compliance required by schools. Multi-Academy Trusts and the schools which operate within them must meet and observe a wide variety of guidelines and regulations set by both national Government and Local Authority agencies as well as organisations such as Ofsted who inspect state funded academies.

- N.B. – It is important to understand that there is a huge amount of Financial compliance that academies have to adhere to. While the person appointed to this role will have to acknowledge this, they will not be held to account for delivering on it. This will remain the responsibility of the Director of Finance and Shared Services and his team. There will be a need to support the Finance team in ensuring that Governance meet all Financial compliance as outlined in the Academies Financial Handbook as published by the Education and Skills Funding Agency (ESFA) but this again is under the direction of the Executive Headteacher and the Director of Finance and Shared Services.
- N.B. - Safeguarding and Child Protection training is a key part of compliance within all schools. Folio Education Trust ensures that each academy has a member(s) of staff who is accountable to the Headteacher for this area. The person appointed to this position will advise on any necessary changes to compliance in this area but will only be responsible for the Single Central Record (SCR) and Child Protection and First Aid training for Central Trust staff.
- N.B - Health & Safety is the responsibility of the Headteacher of each individual academy. This includes health & safety of the school site and policy linked to things such as Critical Incident, Emergency Evacuation and Educational Visits. The person appointed to this post will advise all Headteachers and those staff responsible of these areas of any compliance necessary.
- N.B - Recruitment is the responsibility of the Headteacher or each individual academy who is advised by their dedicated HR Officer. This includes the process linked to interviews, equal opportunities and safer recruitment training. The person appointed to this position will advise HR Officers but will not be responsible for ensuring this aspect of compliance is in place.

The person appointed to carry out this role will advise the Executive Headteacher and the Director of Finance and Shared Services on all aspects of regulatory compliance and other legal issues relating to the management of schools ensuring that appropriate records are maintained. This post reports to the Executive Headteacher but also acts as part of the service provision for all schools and therefore is also there to support the work of each Headteacher in all of the schools within the Trust. They will also be a point of contact for the Clerks of each Local Advisory Board (LAB) collating minutes and advising of common agenda items to ensure consistency across the Trust.

Compliance Officer:

A summary of some of the areas of compliance:

Statutory policies that are to be held by the MAT and each Academy within the Trust. There needs to be a cycle of continual review and evaluation. The post-holder will be responsible for tracking this and advising on any necessary changes required.

Spread awareness of policies and procedures with all staff within the Trust academies.

Website compliance for the Trust and Academies within the Trust. It is essential that all academies display the correct information as required by Ofsted and Local Authorities.

Advise Headteachers in each academy and staff responsible for Safeguarding and Child Protection compliance and training.

Advise Headteachers in each academy and staff responsible for compliance linked to Health & Safety. This might be linked to for example Critical Incident, Emergency Evacuation or Educational Visits policy and compliance of the school site.

Advise HR Officers on any changes in compliance with regards the recruitment of staff.

Data Protection Manager (DPM):

It is unclear yet from the Information Commissioners Office (ICO) whether schools need the support of a Data Protection Officer (DPO) or a Data Protection Manager (DPM). What is known that the general Data Protection Regulation (GDPR) requires that organisations meet their statutory duty in this area ensures they handle data and share data with due care and attention. This also includes the way in which organization deal with Freedom of Information (FoI) requests in a timely manner.

The person appointed to this role will act until directed to as a DPM. Should this role require to be uplifted to a DPO then this section of the Job Description may be adjusted.

For both DPM and DPO training will be provided so that the person is suitable confident in dealing with this important aspect of school life. Some of the things that may be included will be:

- Develop and implement the organisation's Data Protection Policy
- Create best practice guidance for data processors.
- Identify and monitor data processors at work, ensuring they deal with data in a manner consistent with all data protection principles.
- Train and advise staff on the provisions of the Data protection Act.
- Process and respond to all requests for information by data subjects.
- Ensure data remains up-to-date and is destroyed when necessary.

For more information on this area of compliance please visit: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

Senior Clerk to the Trust Board:

Folio Education Trust has developed a Governance Model which ensures all academies within then Trust maintain their own Local Advisory Boards (LABs). These groups support and challenge the schools on local issues and meet six times a year. In addition to this they have a Governance day where Advisors support and challenge the school on specific school development priorities.

Each AB has its own dedicated Clerk who is responsible for supporting the Headteacher in setting the agenda, publishing paperwork in a timely manner and taking minutes. These minutes are to be passed to the Trust Board for quality control and to ensure they act in a timely manner to support all schools.

The person appointed to this position will act as a Senior Clerk. They will advise other Clerks of what to include in their agendas and receive the minutes. They will work closely with the Executive Headteacher

and the Director of Finance and Shared Services to set all agendas, publish paperwork and take minutes for all Trust Board meetings and Committees. These include:

Trust Board Meetings (x3 in an academic year)
Admissions Committee (x1 in an academic year)
Remuneration Committee (X1 in an academic year)
Coombe Wood School Committee (x 3 in an academic year or when required until July 2018)
Appeal Panel (when required)

Meetings may either be scheduled during the working day or in the evening from 6.30 to 8.30pm.

The person appointed to this position will be responsible for ensuring that the compliance of the Trust Board is in place and meets expectations directed by the Governance Handbook published by the Department for Education (DfE).

Other information regarding the role:

This position is a key role within the central Folio Education Management Team and is available as soon as possible. The successful candidate will support all schools within the Trust.

Coombe Wood School, South Croydon – www.cws-croydon.co.uk
Park Hill Junior School, Croydon – www.phjs.co.uk
St Peter's Primary School, South Croydon – www.st-petersprimary.co.uk
Wallington County Grammar School, Sutton – www.wcgs-sutton.co.uk

If you require any further information or would like to arrange an informal conversation, please contact either Richard Baker – Director of Finance and Shared Services (rbaker19@suttonmail.org) or Jonathan Wilden – Executive Headteacher (jwilden1@suttonmail.org). The role will initially be based within Wallington County Grammar School, and information on this school can be found at www.wcgs-sutton.co.uk. Over time the Trust will grow and we envisage that the central team will also expand so that it can ensure the correct capacity to support all of the schools. It may be that at some point the central team relocates to Croydon.

Please be aware that as the Trust grows over the next five years this role may become a Full Time position. Should any of the aspects with the Job Description appear to be new with regards your current level of knowledge, training and continuing professional development will be provided.

Applications:

Candidates are asked to obtain an application form from either the Folio Education Trust website at www.folio-education.co.uk or the Wallington County Grammar School website at www.wcgs-sutton.co.uk.

Closing Date: 9am, Thursday 14th September 2017

Interviews: TBC, w/c 18th September 2017

Person Specification

- You will have a can-do attitude with strong project and people management skills. You will need to be committed to providing excellent customer service and to the aims and objectives of Folio as a provider of the highest quality education to children in the local.
- You will have an eye for detail and ensure that the Trust functions with accuracy with regards accountability, compliance and governance.
- You will establish a close working relationship with the Executive Headteacher who will directly line manage your Job Description, personal objectives and continuing professional development.
- You will be able to have an overview of policy review ensuring that key senior staff are motivated to meet deadlines for policy renewal which moves with the expectations of Ofsted and other Government Organisations.
- You will have a willingness to work towards qualifications linked to GDPR (e.g. GDPR Practitioner certificate) and ensure all schools meet the required standards.
- You will have willingness to work towards qualifications linked to the role of Senior Clerk for Folio Education Trust. (e.g. NGA Effective Clerking) and be able to disseminate information from the NGA 'Governing Matters' magazine.

Requirement	Essential	Desirable	Assessed by:
Education, Training and Qualifications	Degree Educated with relevant further professional development or qualifications.	Trained to fully understand GDPR, ICO and the role of a Clerk to a Governing Body of an educational Trust.	Application Interview
Knowledge and Understanding	The ability to interpret legislation and other laid down procedures. To be able to explain the requirements in simple, practical terms to non-specialists.	Understands policy and procedures linked to; Health & Safety, Financial Compliance for Charities, Safeguarding & Child Protection in schools, Data Protection.	Application Interview Tasks
Experience	Proven experience in a similar role including one of the following; Compliance Officer, Data Protection Officer, Policy lead, Clerk to Governors. Has worked confidently with ICT (Word, Excel, PDF Management) Evidence of holding colleagues to account successfully.	Familiar with Management Information Systems (MIS) for example SIMS. Experience of working in educational institutions.	Application Interview Tasks

Skills	<p>Excellent administrative skills.</p> <p>Ability to work through project management.</p> <p>Ability to think ahead and draw up schedule of policy review.</p> <p>Organised and Systematic.</p> <p>Committed to the safeguarding and well-being of children.</p> <p>Ability to influence and negotiate.</p> <p>Process orientated to achieve the Trust's core purpose.</p>		
Personal Qualities	<p>Flexible attitude towards duties and a willingness to recognise the seasonal nature of the job.</p> <p>Common Sense.</p> <p>An ability to stay calm when under stress.</p> <p>Motivational.</p> <p>Gravitas.</p> <p>Humility and Will.</p>		
Other Requirements	To be proud working for Folio Education Trust.		

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employments checks in line with safer recruitment requirements.