



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Data Protection Administrator
Job Purpose:	To work closely with the Data Protection Coordinator to ensure compliance with relevant Data Protection legislation
Reporting Line:	Data Protection Coordinator
Start Date:	ASAP
Tenure:	Permanent
	Part-Time – 1 full day, or 2 half days, per week
Salary:	Competitive

Key Responsibilities

- To complete Data Protection Impact Assessments (DPIAs) for new projects – meeting with staff, researching companies/products, completing paperwork
- To draft Data Processing Agreements, Data Sharing Agreements and other such documents as required
- To review and update existing DPIAs and Agreements on an annual basis, archiving as appropriate
- To maintain the Record of Data Processing
- To maintain the Record of Third Party Requests for Data
- To assist with Subject Access Requests
- To assist with Data Breach reporting
- To respond to queries from colleagues
- To assist with the annual review of the School's Data Protection Policies, the School Website, Curriculum Booklets, Admissions Forms, Privacy Notices, Data Retention Schedule and other relevant documents
- To regularly review and update the permissions and specific access arrangements for approved data processors via Wonde and other online data sharing portals, removing and adding pupils, staff and parents as necessary
- To work with the IT team, MIS team and other colleagues to ensure that data is only shared where there is an established legal right to do so and via secure means
- To model compliance with Data Protection best practice and assist with raising awareness amongst colleagues of the importance of protecting the Rights of Data Subjects
- To carry out any such duties as may be reasonably requested by the Principal



SURBITON

HIGH SCHOOL

Person Specification

The successful candidate will be likely to fit the following profile:

- Highly effective verbal and written communication skills
- Organised with meticulous attention to detail
- Ability to work independently and to manage a heavy workload effectively, responding to both proactive and reactive demands
- A proactive and flexible approach and able to self-direct
- A background in compliance / experience dealing with contracts would be an advantage
- Personal and professional integrity and the ability to be discreet
- Competent ICT user, proficient in the use of word processing, spread sheet and database information systems
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- A team player
- Professional telephone manner
- High standards of personal presentation
- Willingness to undertake training as required



SURBITON

HIGH SCHOOL

To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

8:00am, Tuesday 18 April 2023

Interview date:

To be confirmed

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension Scheme Membership
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



SURBITON

HIGH SCHOOL

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.