## **Data Protection Officer**

## **Grade 6 Point 28-33 £24,964 - £29,324 (Pay award pending)**

## Full time, 36.66 hours per week, full year

## Purpose of Post

To assist in shaping, developing and sustaining effective organisation of the Multi Academy Trust’s (MAT) records, data repositories, and systems, in line with legislative requirements and ensuring that information collection, storage, retention, access and flow meets the transparency and MAT accountability framework and obligations.

Be responsible for shaping data policies and procedures in line with General Data Protection Regulations ensuring organisational and institutional compliance, facilitating responses to requests, and co-ordinating cross institutional operational procedures.

Play a leading role within the Support Services function, demonstrating a high degree of flexibility, team leadership and multi-skilling to ensure that aspects of other administrative roles and functions are understood and are interchangeable.

The post holder will be expected to deputise for senior colleagues as required.

## **Key Tasks:**

## Administration Management

1. Annually audit the MAT information framework testing transparency, accountability, & record keeping compliance, reporting to senior leaders and recommending changes in line with good practice and/ or changing legislation.
2. Be responsible for institutional ‘Notification of Breaches’ advising senior leaders and processing notifications as instructed.
3. Maintain and develop school information systems in line with the changing needs of the schools and its stakeholders.
4. Together with colleagues maintain and support school management information systems and build automated integration strategies for the transfer of data.
5. Be responsible for the scheduling and submission of such information as is required for the schools to comply with statutory requirements e.g. School Census, School Workforce Census.
6. Establish and test quality assurance systems for the collection and publication of data.
7. Be responsible for the operation of the Institution’s and schools’ websites including ensuring content meets statutory requirements, is fit for purpose, accessible, value for money and ensure relevant staff are trained in its content maintenance.
8. Be the lead contact for all data protection queries managing Data Protection / FOI requests and ensuring Institutional and schools compliance with governance policies, regulations and external requirements and good practice.
9. Contribute to schedules for data collection ensuring school timescales and deadlines are aligned to accessibility requirements of stakeholders.
10. Develop spreadsheets and systems for the collection, flow and publication of information /

 data.

1. Interrogate institutional Management Information systems, to ensure accurate recording and access.
2. Oversee institutional annual collection of permission documentation e.g. code of conduct, use of images, data sharing.
3. Play a leading role within the Support Services function, demonstrating a high degree of flexibility, team leadership and multi-skilling to ensure that aspects of other administrative roles and functions are understood and are interchangeable.

## Data Management

1. Co-ordinate and contribute to the development and review of MAT and institutional data-related policies e.g. Data Protection, Fair Access, Equality.
2. Be responsible for the input / import / retention framework for information / data records (i.e. academic, pastoral and personal) across the Institution.
3. Manage and be responsible for MAT and whole school archiving ensuring historic files/data are stored and accessible in line with current legislation and good practice.

## Finance, Human & Physical Resources

1. Responsible for ensuring 3rd party contracts align with General Data Protection Regulation and legislative requirements

## Supervision

1. Manage organisational response to information requests ensuring that contributions are co-ordinated, deadlines met, and responses communicated to the required quality standards.
2. Participate in recruitment and management of staff and be responsible for the appraisal of immediate team members and support personal development.
3. Undertake other duties at the discretion of the Deputy Headteacher / Director of Business & Resources or their nominee

## Standard Duties:

1. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. Uphold and promote the values and the ethos of the school.
3. Implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

## Contacts: Pupils, staff, parents, carers and guardians, and visitors to the school.

### Reporting to: Deputy Headteacher / Director of Business & Resources

### Responsible for: Staff assigned to areas of responsibility

This job description should be read in conjunction with the accompanying person specification.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service**

|  |  |  |
| --- | --- | --- |
| Data Protection Officer | Essential / Desirable | How identified(A/I/T) |
| Qualifications |
| Educated to degree level, or a minimum of 3 years professional experience in an associated area. | E | A/I |
| Minimum of grade C in GCSE Mathematics and English Language or equivalent  | E | A |
| Excellent literacy and numeracy skills | E | A/I/T |
| Experience |
| Experience of using IT systems including Microsoft office, and management information systems to an advanced level within a planning, data analysis and reporting context. | E | A/I |
| Experience of information / data management, data manipulation, analysis and reporting at a senior level. | E | A/I/T |
| Experience of working in a school or similar environment using school management information systems | D | A/I |
| Skills and Abilities |
| Excellent planning and organisational skills. | E | A/I |
| Excellent analytical skills, attention to detail and a practical approach to problem solving. | E | A/I |
| Ability to establish and work to agreed priorities, meet deadlines, deal with conflicting demands and deliver accurate results on time. | E | A/I |
| Ability to communicate with people at all levels on an individual, group and committee basis | E | A/I |
| Ability to give and receive clear instructions both written and oral. | E | A/I |
| Experience in handling sensitive, emotional and difficult situations with parents, colleagues, customers | E | A/I |
| Understanding and ability to manage budgets | E | A/I |
| Ability to evaluate, assess and formulate improvements to current working practices. | E | A/I |
| Ability to lead and develop staff in an administrative environment | E | A/I |
| Proactive self-starter capable of instigating and leading change | E | A/I |
| Knowledge |
| Working knowledge of information / data management systems – input / import requirements and applications and analysis | E | A/I |
| Ability to assess and utilise software applications in planning, analysing and manipulating data | E | A/I/T |
| Working knowledge of General Data Protection legislation and institutional compliance requirements | E | A/I |
| Ability to apply the most current technology to the storage, analysis and communication of data | E | A/I |
| Working knowledge of web site operation and management to maximum efficacy | D | A/I |
| Work circumstances |  |  |
| Evidence experience of working with confidential information where discretion is paramount.  | E | A/I |
| Positive, open, and friendly attitude to service improvement and delivery | **E** | A/I |
| A commitment to safeguarding and promoting the welfare of children and young people | **E** | A/I |
| A commitment to equal opportunities | **E** | A/I |

|  |
| --- |
| A = Application, I = Interview, T = Task  |