

Job Description for the Post of Compliance Officer, Orchard Hill College & Academy Trust

Responsible to: Head of Regulatory Compliance

Job Purpose:

OHC&AT exists to support, enable and champion the talents, skills and rights of the most complex and vulnerable people in our society in order that we can release their potential, promote their wellbeing and transform their lives.

The postholder will support the organisation's compliance with data protection legislation, including UK GDPR and the Data Protection Act 2018, and Freedom of Information Act to provide legal and regulatory guidance across key operational areas. The postholder will act as a key advisor on information governance, subject access requests (SARs), and legal risk management.

Key Responsibilities:

Data Protection & Compliance

- Monitor and ensure compliance with UK GDPR, DPA 2018, Freedom of Information Act and other relevant legislation
- Support in maintaining the organisation's data protection framework
- Manage and respond to subject requests (SARs etc), Freedom of Information (FOI) requests, and data breaches
- Advise in the maintenance of Record of Processing Activities (ROPA)
- Advise and support in the preparation of Data Protection Impact Assessments (DPIAs)
- Review and update privacy notices, consent forms, and data sharing agreements

Legal Services

- Liaise with external legal advisors and regulatory bodies as required
- Review policies, procedures, and service-level agreements
- Support investigations and where legal input is required
- Provide legal advice on regulatory compliance
- Maintain a register of risks and ensure appropriate mitigation strategies

Governance & Reporting

- Support in complaint resolution and recording
- Assist with delivery of staff training and awareness raising sessions
- Maintain records to support preparation of reports for senior leadership and governing bodies
- Support internal audits and inspections by regulatory authorities
- Contribute to policy development and strategic planning in relation to information governance and compliance
- Maintain the department's SharePoint intranet page

Reporting Relationships

The Compliance Officer will report to the Head of Regulatory Compliance. Will deputise for the HoRC in their absence. Will liaise with and advise all staff within OHC&AT. Will liaise with local authorities, legal team and other external stakeholders including the ICO.

General

- Demonstrate a willingness to work flexibly and adapt to changing priorities, including occasional evening or weekend commitments.

- Be prepared to travel to various OHC&AT locations.
- Maintain strict confidentiality of sensitive information in accordance with data protection and safeguarding requirements.
- Promote the safeguarding and wellbeing of all students.
- Champion equality and diversity, ensuring that these principles are integrated into all working practices.
- Adhere to all relevant policies and procedures, including those related to equality and diversity, safeguarding, and health and safety.
- Utilise ICT effectively and efficiently using IT tools confidently to perform duties.
- Maintain accurate digital records using systems such as Microsoft 365 (Word, Excel, Outlook, SharePoint)
- Participate in regular training and development activities to enhance skills and knowledge.
- Undertake other duties as assigned by the HoRC.
- During your regular visits to school and/or college sites, it may be that you are expected to assist with student facing duties, for example during an emergency when other staff are called away. Such duties might include, but are not limited to:
 - Supervising students, both children and adults, whilst they wait for other staff/their parents or carers to return.
 - Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
 - Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Compliance Officer, Orchard Hill College & Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Experience	In managing data protection compliance within a public sector, education, or regulated environment	Desirable
	In handling Subject Access Requests (SARs), Freedom of Information (FOI) requests, and data breach investigations	Desirable
	Experience reviewing legal documents, contracts, and data sharing agreements	Desirable
	Familiarity with conducting Data Protection Impact Assessments (DPIAs) and maintaining Records of Processing Activities (ROPAs)	Desirable
	Experience liaising with external legal advisors, regulatory bodies, and internal stakeholders	Desirable
	In supporting staff training or awareness sessions on data protection and legal compliance	Desirable
	Experience supporting or advising on employment law, safeguarding, or governance matters is desirable	Desirable
	Experience using IT systems to support administrative, compliance, or governance tasks	Essential
Personal Qualities	A high level of integrity and discretion when handling sensitive and confidential information	Essential

	Strong analytical and problem-solving skills with attention to detail	Essential
	Excellent written and verbal communication skills, including the ability to explain complex legal and data protection concepts clearly	Essential
	Confident and efficient in using IT as a tool to organise, communicate, and document work. A willingness to learn new systems and adapt to digital workflows. Attention to detail when handling digital records and sensitive data	Essential
	Ability to work independently and manage competing priorities under pressure	Essential
	Collaborative and approachable, with strong interpersonal skills to build trust across teams	Essential
	Commitment to continuous professional development and staying up to date with legislative changes	Essential
	A proactive and solution-focused mindset, with a commitment to safeguarding and ethical practice	Essential
Qualifications	Degree or substantial experience a relevant field (education, business or law)	Essential
	Data Protection Certification: BSC, PECB, CIPP/E, or equivalent is desirable	Desirable
	IT literacy essential; formal qualifications not required but confidence in using digital tools is expected and a willingness to undertake training in relevant systems or platforms as needed	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*