**Job Description: Data & GDPR Officer**

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| **1. ROLE TITLE** |  |
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| Job Title: | Data & GDPR Officer |
| Reporting Line: | Vice Principal |
| Hours: | 8:00 – 16:30 term time, plus 2 weeks during holidays  **Please note this is offered as a fixed term maternity cover (start date TBC)** |
| Salary: | ULT Band 2 Vocational, point 26 |
| Closing Date: | Monday 18th October 2021 at 09:00 |
| Interviews: | TBC w/c 18th October 2021 |

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| **2. PURPOSE OF ROLE**   * To develop knowledge and expertise in the management of the school’s data systems in order to provide information and data as required and ensure compliance with data protection law. |

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| **3. RESPONSIBILITES**  **Timetabling**   1. To input new timetable before September and upgrade year groupings for the new academic year, including setting up of new groupings. 2. To print of all students’ timetables at the beginning of the new academic year. 3. To maintain the management information system (Arbor), entering baselines, setting up reporting sessions, and linking subjects at the start of the academic year. 4. To update timetable changes for teaching staff, rooming and sets both on MIS (Arbor). 5. To add and remove students for in year admissions and complete new students timetables as necessary. 6. To maintain whole school student listing including options, foundation and core sets and tutor groups. 7. To input enrichment activity timetables each term and allocated correct students to ensure accurate registers.   **Data**   1. To ensure teaching staff have entered data at reporting times, chasing where necessary.  Compile feedback from reports and direct parental comments to relevant teachers. 2. To download and import report information onto 4Matrix from Arbor. 3. To organise teacher timetables and schedule appointments for parents for Progress Review Evenings. 4. To organise teachers’ refreshments and seating plan for the hall (liaising with Premises staff).   **GDPR**   1. Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR). 2. Develop an in-depth understanding of the school’s processing operations, information systems, data security processes and needs, and administrative rules and procedures. 3. Monitor the school’s compliance with data protection law. 4. Ensure the school’s policies are followed, through coordinating staff training and conducting internal data protection audits. 5. Advise on and assist the school with carrying out data protection impact assessments, if necessary. 6. Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including subject access requests. 7. Maintain a record of the school’s data processing activities. 8. Work with external stakeholders, such as suppliers or members of the community, on data protection issues. 9. Take responsibility for fostering a culture of data protection throughout the school.   **Other**   1. To maintain compliance within the school’s data protection policy in all administrative processes. 2. To support and encourage the school’s ethos and its objectives, policies and procedures.   Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually. |

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| **5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Excellent written and spoken communication skills. * Good planning and organisation skills with the ability to juggle multiple demands. * The ability to work under pressure and to deadlines, retaining good attention to detail. * Proficient in ICT, in particular spreadsheets, and databases. * Ability to analyse and present data accurately to a range of stakeholders. |