



The Duke of York's
Royal Military School

Candidate Information for the role of Health and Safety, Data Protection and Compliance Officer

Required Immediately





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Introduction

In 1801, His Royal Highness Frederick Duke of York laid the foundation stone in Chelsea of what was to become The Duke of York's Royal Military School, a School for the children of military personnel which opened in 1803. Then in 1909, the School relocated to its present site in Dover, Kent and in 2010, we became the first full state boarding academy, opening our doors to any family wishing to choose this unique and iconic School for their child's secondary education.

A £24.9 million refurbishment project in 2014 has delivered a new sports centre, high-quality accommodation and teaching blocks and a performing arts centre.

The Duke of York's Royal Military School has a rich military heritage that provides the backbone of the School; benefitting the ethos, values and learning culture of the School. It is proud to provide a stable, caring and understanding environment for the children of members of the armed forces, but also children from all backgrounds.

*'Looking forward
with confidence
And looking back
with pride'*

Academic Achievement

A non-selective School which consistently performs significantly above the national average. The progress our students make during their time at the School is a significant strength. Supervised prep, Saturday morning lessons, small classes and proactively encouraging each and every student to achieve the very best they can, ensures high academic standards. The School operates to an independent school model; it is busy and dynamic, where Saturday morning school is part of our routine with sport, performance and activities in the afternoon.





The Role

Health and Safety, Data Protection and Compliance Officer

About Us:

The Duke of York's Royal Military School is a prestigious institution with a long-standing tradition of excellence in education and personal development. We are dedicated to providing a safe, supportive, and dynamic learning environment for our students, staff, and visitors. As we continue to grow, we are seeking a dedicated Health and Safety, Data Protection, and Compliance Officer to join our team and ensure our operations meet the highest standards of safety, security, and regulatory compliance.

Role Overview:

The Duke of York's Royal Military School is seeking a meticulous and dedicated individual to join our team as Health and Safety, Data Protection and Compliance Officer to take responsibility for the compliance of all aspects of health and safety, data protection and policy as required by the School's various regulatory bodies. The Health and Safety, Data Protection and Compliance Officer will be responsible for developing a tight framework and strong culture of compliance and awareness as well as contributing towards policy improvements and development in a dynamic and continually improving School.





Job Purpose

The Duke of York's Royal Military School seeks a meticulous Health and Safety, Data Protection, and Compliance Officer. This role ensures compliance with health and safety, data protection, and regulatory policies. Responsibilities include developing a robust compliance framework, fostering a culture of awareness, and contributing to policy improvements.

Key Responsibilities

- **Develop and Implement Policies:** Create and update comprehensive policies to ensure compliance with legislation and best practices.
- **Risk Assessment and Management:** Conduct regular risk assessments and develop strategies to mitigate identified hazards.
- **Training and Education:** Design and deliver training programs to ensure staff and student awareness and compliance.
- **Investigation:** Lead investigations into incidents and complaints, implementing corrective actions to prevent recurrence.
- **Compliance Monitoring:** Monitor adherence to regulations through regular audits and inspections.
- **Emergency Preparedness:** Develop and maintain emergency response plans and procedures.
- **Health and Safety Promotion:** Foster a positive safety culture and encourage reporting of concerns.
- **Regulatory Liaison:** Act as the primary contact for regulatory agencies and ensure compliance with statutory requirements.
- **Documentation and Record-Keeping:** Maintain accurate records of activities and ensure data protection compliance.
- **Appeals and Complaints Management:** Develop and oversee processes for handling appeals, complaints, and grievances.



Additional Responsibilities

Undertake relevant training and updates as required to keep up to date with current legislation.

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

To be responsible for safeguarding and promoting the welfare of children and young people.

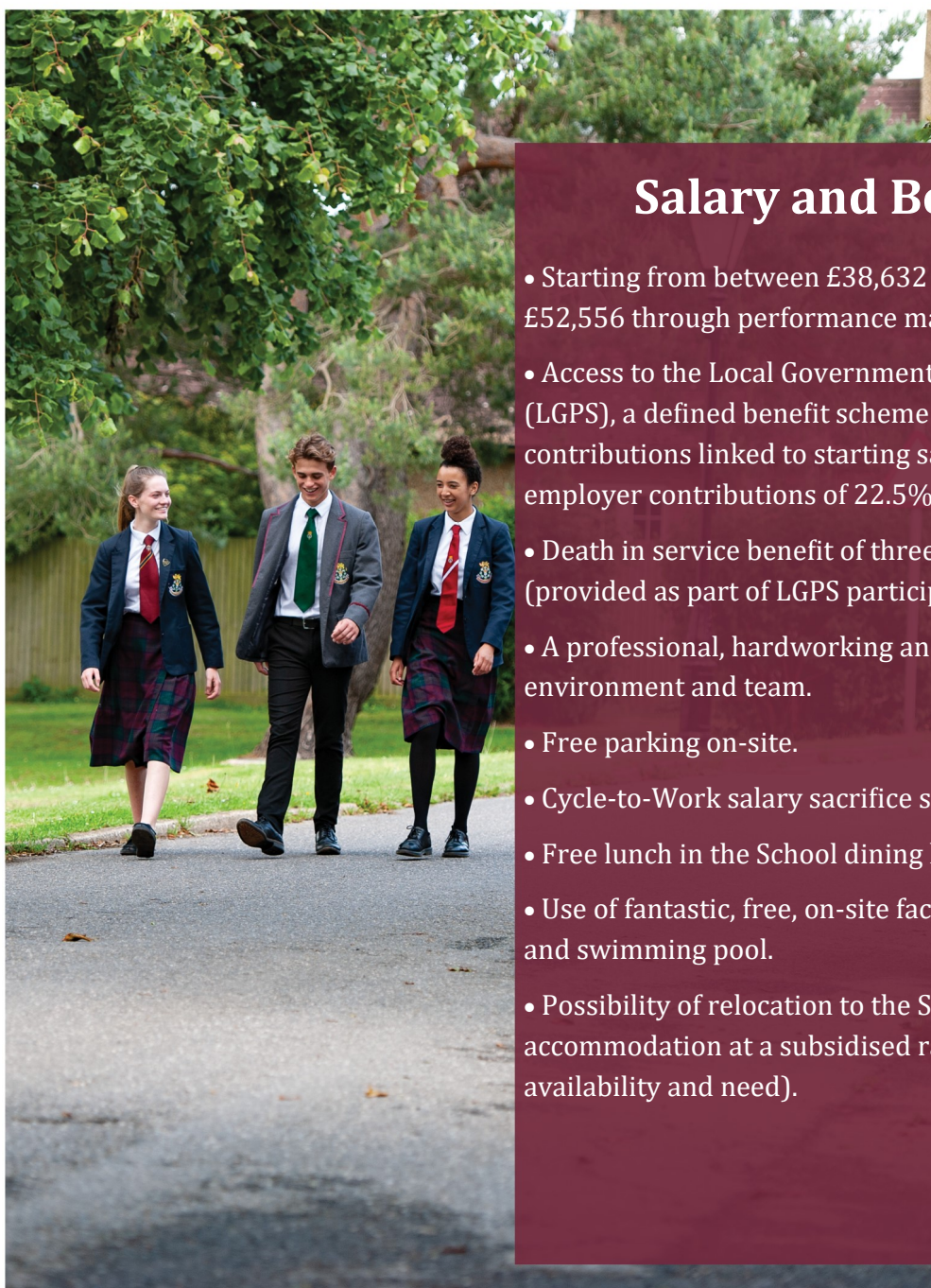
Person Specification



Details: Health and Safety, Data Protection and Compliance Officer

Title	Health and Safety, Data Protection and Compliance Officer
Type of Post	Full Time, Permanent Contract
Start Date	Immediate start for the right candidate
Salary	Starting from between £38,632 and £49,112 rising to £52,556 through performance management
Advert	The Duke of York's Royal Military School seeks a meticulous individual to ensure health and safety, data protection and regulatory compliance.
Reporting To	Deputy Bursar
Role	Responsibilities include developing a robust compliance framework, fostering a culture of awareness, and contributing to policy improvements. Join our dynamic School to support a safe, secure, and compliant environment at our prestigious institution.
Hours of Work	37.50 hours per week, predominantly Monday to Friday

Remuneration



Salary and Benefits

- Starting from between £38,632 and £49,112 rising to £52,556 through performance management
- Access to the Local Government Pension Scheme (LGPS), a defined benefit scheme with employee contributions linked to starting salary of 6.5% and employer contributions of 22.5%.
- Death in service benefit of three times salary (provided as part of LGPS participation).
- A professional, hardworking and supportive environment and team.
- Free parking on-site.
- Cycle-to-Work salary sacrifice scheme.
- Free lunch in the School dining hall during term-time.
- Use of fantastic, free, on-site facilities such as our gym and swimming pool.
- Possibility of relocation to the School, along with accommodation at a subsidised rate (subject to availability and need).



Application Process

The deadline for the receipt of applications is 0900hrs on Monday 8 July 2024.

An application form can be downloaded from the School website:

www.doyrms.com/staff-vacancies

In order to apply, candidates should complete their application form and email it to Recruitment@doyrms.com together with a covering letter explaining their reasons for applying and their suitability for the role.

Completed applications should be sent by email to the HR Department at Recruitment@doyrms.com.

We reserve the right to conduct interviews with suitable candidates before the application closing date.





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