



JOB PROFILE			
Job Title:	Trust Administration Officer – (Data Protection and Admissions)	School/Department:	Trust Office + flexible (Hybrid) working
Salary Grade:	FTE salary: £24,702- £26421 per annum Actual Salary: £17,592 - £18,817 per annum	Working Hours:	Part Time –circa 30 HPW
Contract Type:	Permanent	Location:	Harrogate
Responsible to: Trust Governance & Compliance Lead			
<p>Role summary:</p> <p>This position is a dual role with the following role summaries:</p> <p>The Data Protection Administration Officer for the Trust is responsible for co-ordinating the data protection policies and processes between our schools, operational teams, Trust appointed Data Protection Officer (DPO) and where necessary the Information Commissioner’s Office (ICO). You will support compliance with the Data Protection Act 2018 (UK GDPR) and the Freedom of Information Act 2020 in handling data requests.</p> <p>The Admissions Administration Officer for the Trust is responsible for co-ordinating the policies and processes by which children are allocated places at our schools. This requires an understanding of and overseeing compliance with the School Admissions Code 2021 and associated legislation. You will act as first point of contact within our Trust operational team to respond to admissions queries from our governing boards, schools, operational teams and local authorities, in addition to supporting our schools with case statements for independent admission appeal hearings.</p> <p>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</p>			
<p>Special conditions of service:</p> <p>No smoking policy, including e-cigarettes.</p>			



Role specific responsibilities:

Trust Data Protection Administration Officer

- Act as Trust key point of contact for RKLТ schools, Trust operational teams and the Trust Data Protection Officer:
 - Provide data protection guidance and support with Trust-wide training, in line with our Trust policies and processes.
 - Report and manage data breaches and data requests.
 - Redact records for data subject access requests,
 - Coordinate data protection impact assessments.
 - Support with school data protection audits and recommendation follow up.
- Update the Trust Data Protection and Freedom of Information policies and processes, as required.
- Support the onboarding of new schools into our Trust - embedding the data protection service model, policies, and processes.

Trust Admissions Administration Officer

- Act as a key point of contact for admission arrangements across 14 RKLТ schools, supporting with timely publication of each school's admission policy. Also act as a key contact for schools and the local authority in co-ordinating admissions appeals across RKLТ schools.
- Keep up to date with the mandatory requirements and statutory guidance of the School Admissions Code 2021 and associated legislation.
- Support communications and training across the Trust, its schools and LGBs to ensure understanding of the admissions process and compliance with requirements.
- Research and prepare responses to schools and local authorities with admissions queries. Co-ordinate exception requests / in-year admissions decisions for review with the Trust.
- Support in preparing admission appeal case notes for the Trust Presenting Officer for block and in-year appeals, as required. This includes the detailed preparation of the school's case and review of each appellant's case / supporting documentation ahead of each appeal.
- Provide MI and reporting to the Trust on school applications and Admissions.
- Support the onboarding of new schools into our Trust - embedding the Admissions policies and processes.
- Support the Trust Senior Data Analyst to automate the collection of admissions data from our RKLТ schools for regular update to the Trust Executive Team.
- Governance admin support which may include occasional clerking of meetings (full training provided) with some flexibility to attend evening meeting on an adhoc basis.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate, and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality, and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade, and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency with a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Work flexibly and collaboratively as part of a team as well as on own	*	
Ability to build relationships with governors, senior leaders and key administrative staff and support efficient and effective governance, both within the meetings and in the day-to-day work of governors	*	
Highly effective communication skills, with the ability to be confident in presenting or speaking to groups	*	
Ability to work under pressure and to meet deadlines	*	
Keen to learn and to use their own initiative to problem solve.	*	
To be resilient and detail-focused	*	



Good organisational skills and high levels of self-motivation.	*	
Use initiative, prioritise and work independently	*	
Work to professional standards and demonstrate high levels of confidentiality	*	
Work positively and effectively with all stakeholders	*	
Ability to demonstrate empathy, kindness, and positivity	*	
Good sense of humour & ability to maintain a sense of perspective in all working conditions.	*	
Qualifications, Knowledge, and Experience	Essential	Desirable
Qualified to A Level standard or higher	*	
Experience within public sector or educational setting		*
Experience of working with organisations in a support capacity	*	
Proficient in use of MS Office packages and databases	*	
Successful experience in the organisation of administration processes.	*	
Excellent attention to detail.	*	
Experience of record management and communication methods that are fit for purpose and maintain the highest level of confidentiality	*	
Experience of problem solving, with a solution based and adaptable approach	*	

Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

