

Greater Manchester Education Trust
Job Description
Compliance & Data Protection Officer
Grade 7 – Fulltime AYR

The postholder will report to the Chief Finance and Operations Officer (CFOO). Apart from other colleagues in the school, the main contacts of the job are: parents, students and visitors.

Main Purpose of the Job:

Reporting to the CFOO, the Compliance & Data Protection Officer will hold responsibility for the effective and efficient management of all Trust policies and procedures in accordance with relevant legislation and will be the nominated Trust Data Protection Officer. This includes policy implementation, monitoring, updating, and preparation of documentation.

Accountable to:

CFOO, the Compliance & Data Protection Officer will be responsible for fostering a culture of compliance throughout the Trust/schools including monitoring compliance with current legislative frameworks and data protection law and provide support to schools and the central team. As DPO, they will oversee the Trusts data protection processes and advise schools and individuals on best practice.

The Compliance & Data Protection Officer will have expert knowledge of regulatory frameworks, the Academies Trust Handbook, data protection law and practices, as well as other professional qualities, to ensure that GMET complies with the requirements of the ESFA, GDPR and relevant [member state] data protection law(s) and regulations.

Reporting directly to the Board of Directors / Chief Executive Officer (CEO) CFOO

Key Responsibilities:

1. Take responsibility for Trust compliance with the current legislative and regulatory frameworks in collaboration with the CEO and other members of the Trust Central team
2. Advise the schools/Trust and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR).
3. Work closely with other departments and services, such as HR, legal, IT and security in order to develop an in-depth understanding of the Trust/school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
4. Monitor the school's compliance with data protection law, by:
 - Collecting information to identify data processing activities,
 - Analysing and checking the compliance of data processing activities
 - Informing, advising and issuing recommendations to the school
 - Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate.
 - Carrying out data protection impact assessments, as necessary
5. Act as a point of contact for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
 - Helping the ICO to access documents and information
 - Seeking advice on data protection issues
 - Maintain a record of the Trust/school data processing activities
6. Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - Responding to subject access requests
 - Responding to other requests regarding individuals' rights over their data and how it is used
 - Maintain the Subject Access Request register
7. Work with external stakeholders, such as suppliers or members of the community, on data protection issues act as a point of contact for auditors

8. Liaise with lawyers to seek advice and clarification on legal matters related to these services when required
9. Report to the board on the Trust/school's data protection compliance and associated risks
10. Proactively support the board in relation to compliance with the Trust's legal and regulatory obligations which shall include obtaining professional advice / expertise where appropriate
11. To contribute to the business continuity planning process
12. Support with the response of Freedom of Information requests and maintain the FOI register
13. To bring to the attention of the CEO/CFO/Trust Board any matters which are considered to be potential risk factors to the proper safeguarding of personal data within GMET
14. Ensure the Trust/School websites are up to date from a compliance perspective with relevant policies and information.
15. To review the Trust/Schools' policies, ensuring legal compliance and maintaining a robust system to accurately record amendments, version control, scheduling of updates, Governor approval, and the maintenance of an archive.
16. Working with key staff, manage the process of policy reviews, including preparing policies for review and distributing to the relevant member of staff for approval in sufficient time to ensure adherence to the policy review schedule.
17. Ensure the school's policies are followed, through:
 - Assigning responsibilities to individuals
 - Awareness-raising activities
 - Provide, co-ordinate and record staff training
 - Conducting internal compliance audits
18. Maintain the Trust GDPR portal in SharePoint
19. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
20. To undertake personal development to improve own practice.
21. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of students.
22. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
23. To undertake reasonable requests from the Executive Leadership Team.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Greater Manchester Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to the satisfactory completion of an Enhanced DBS and other pre-employment checks.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Greater Manchester Education Trust
Person Specification
Compliance & Data Protection Officer

Criteria	Essential	Desirable
Educated to Degree level or equivalent	X	
Certified EU GDPR Foundation		X
Meticulous attention to detail	X	
Behaves in a manner that promotes our ethos and behaviours	X	
Previous experience of managing data protection compliance and legislation, particularly responding to subject access requests		X
Ability to deal with confidential and sensitive issues responsibly and with discretion	X	
Good understanding of computer systems, data management and how personal data is stored and processed	X	
Experience in using IT systems e.g. MIS, Microsoft 365 including SharePoint and Power Automate		X
Background in information security, data protection or IT		X
Knowledge of data protection law (the GDPR and Data Protection Act 1998), information security and data processing principles and good practice		X
Ability to work effectively on own initiative and within limits of own professional boundaries and knowledge	X	
Demonstrates a calm and professional approach	X	
Detail-orientated	X	
Ability to work under pressure	X	
Ability to prioritise tasks effectively	X	
Ability to work independently and autonomously with minimal supervision	X	
Commitment to promoting the safeguarding and wellbeing of children and young people	X	
Excellent communication skills	X	
Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school or other organisation	X	
Ability to explain complex data protection and information security information to a non-specialist audience	X	
Commitment to continuing professional development	X	