



**JOB TITLE: School Data Protection Consultant**

**JOB DESCRIPTION:**

**Our flexible working environment**

We understand that you might need to have flexibility and we believe that flexible working makes a better work environment.

The role could be full or part-time, term-time only or year-round.

**Where we are based**

Though we have an office in Hertfordshire, all our consultants are home-based. We understand that you might not be available every day, nor every hour of every day - you are expected to manage your own schedule to a certain extent.

Our schools are national, but the majority are in the East of England, the Southeast and London. Ideally, we are looking for someone to be able to conduct visits throughout the Southeast.

**About us and what we offer:**

Data Protection Education is a specialist consultancy providing GDPR tools, resources and consultancy to schools. We work with individual schools, trusts, federations and local authorities to provide data protection services, including outsourced data protection officer services.

- We will provide tools and admin support so that you can concentrate on delivery and we share responsibility for knowledge across our consultants so you never feel out of your depth.
- We are able to offer some training if you have experience in other areas of school management and we support our consultants on gaining an internationally recognised certification.
- We are able to offer term-time contracts and would be happy to discuss full-time and part-time availability.

We are open to hiring more than one person to get the blend of skills - so if there is part of this that interests you, please get in touch.

## **About the project**

We undertake consultations (online and in-school) to assess the status of compliance and advise on priorities and implementation. We also conduct remote sessions on the phone and online with all our customers. We also have our core-DPO team made up of legal professionals for incident management

Part of our service includes access to the Data Protection Education Knowledge Bank, an online portal with various features:

- Best Practice Library (policies, procedures, guidance and templates)
- Best Practice checklists
- E-learning library (plus manager reports)
- Events listings (workshops for our clients)
- Document Compliance Manager (plus manager reports)
- Data logs - subject access requests, freedom of information, data breaches
- Record of processing tool (lists school processes, assesses risks etc)
- User management tools
- News/blog etc

We use these tools to deliver a data protection framework based on the ICO accountability model.

## **The Role**

We are looking for the following skills/person - we appreciate are prepared to take on more than one person if needed, so if some of this resonates, get in touch.

You may be:

- 1) An experienced school/MAT/LA administrator or IT manager with data protection competencies
- 2) A data protection officer in an existing organisation
- 3) A law graduate or lawyer with data protection skills
- 4) A compliance specialist with public sector experience
- 5) An experienced records management or information governance professional

## **What we need doing**

This role, therefore, has three potential elements:

- 1) Visiting our schools in the Southeast of England and London to undertake data protection consultations and assist with implementing our processes, systems and training - and leading account management with your assigned schools. We expect to be resuming visits in Summer 2022 when it is safe to do so and this to take up approximately 1-2 days each week.
- 2) Liaison across the business with colleagues in all regions and delivering policy and best practice guidance remotely (online and on the phone) with our school customers in areas of your specialisms and in line with our data protection framework.
- 3) Contribution and manage content in our Knowledge Bank - assisting with the writing and development of best practice guidelines, policies and school process definitions. Managing the DPE Knowledge Bank and a small amount of customer support.

### **A little bit about you**

This is a rapidly developing area and it will be important to help establish new ways of working. Strong IT skills and familiarity with standard office suite tools (MS365 and GSuite) will be important.

You should have specialist experience in at least one of these areas: data protection, information governance, Information law or IT/cyber security.

You should also have experience in working with schools and/or the public sector. So those with an administrative background, safeguarding, leadership/management, or teaching experience welcome. We are looking for strong personalities required who aren't afraid to challenge the status quo.

You will need to be able to work on your own, directly with your allocated schools if that part of the role is suitable. We need someone to cover schools in the Southeast of England, so please bear that in mind again if that part of the role interests you.

We would really like to hear from experienced school administrators - school business managers, hands-on governors, compliance, or school business management consultants who understand the administrative working of schools - both primary and secondary.

Email: [info@dataprotection.education](mailto:info@dataprotection.education) with a CV and cover letter telling us why you want to work with us and salary expectations.

**LINK TO APPLY: <https://dataprotection.education/about-us/work-for-us>**