

Job Title: Data Protection Consultant: Schools
Location Varied | London; East of England, East Midlands
Salary £35,000 per annum
Duration Permanent / Term-time only available

This is an exciting time to join Data Protection Education. With the new forthcoming changes with the Data Protection and Digital Information Bill. We're a small team and your role is to provide proactive data protection and information governance support, to some of our Multi-Academy Trust and school partners..

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 is full-time, and we can support term-time only working if that is a preferred option.

Where we are based

Though we have an office in Hertfordshire, all our consultants are home-based. You are expected to manage your own schedule to a certain extent.

Our schools are national, but we are looking for someone to be able to manage (which will include visits) to some key clients in London, East Midlands and East of England. That might be one or two days a week during term-time, sometimes requiring an overnight stay.

You will require your own transport and all standard expenses will be reimbursed.

About us and what we offer:

Data Protection Education is a specialist consultancy providing GDPR tools, resources and consultancy to 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 in 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. Though ideally, this role is full-time.

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
- Phishing simulations
- Record of processing
- 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 not everyone may have everything, 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 compliance specialist with public sector experience
- 4) An experienced records management or information governance professional

What we need doing includes:

1) Managing some Multi-Academy Trust key clients and their schools - undertaking data protection consultations and assisting with implementing our processes, systems, and training - and leading account management with your assigned schools. We expect this to take up approximately 3-4 days each week.

You will be responsible for delivering our framework to the schools assigned to you.

2) Conducting meetings remotely. These remote sessions are shorter sessions, delivered online to support the schools assigned to you.

3) Customer follow-up and feedback. This usually is managed on the DPE Knowledge Bank, including visit and meeting reports as well as feedback and support on other areas - for example, assisting with records of processing.

4) 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.

5) Contribute and support 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 accounts if that part of the role is suitable. The role will include travel to London, East Midlands and East 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, compliance, IT Managers or school business management consultants who understand the administrative working of schools (both primary and secondary) and multi-academy trusts.

But if you don't fall into that list, but think you have something to offer - then please do reach out.

Start date

We are flexible for the right person - but would really like to have someone in place as soon as possible.

Benefits:

30 days annual leave plus bank holidays

Stakeholder pension