Data Protection & Compliance Project Manager (Full-time, all year round, 1 year Fixed Term Contract)
The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school’s international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: www.sevenoaksschool.org.

Sevenoaks School Foundation

Sevenoaks School Foundation was established in 2004 with the purpose of supporting the school’s development and strategic vision. Tuition and boarding fees cannot provide the significant levels of funding required to preserve and upgrade the school’s heritage buildings, develop new facilities, advance teaching practices and provide access through bursaries. With no historic endowment, Sevenoaks School has been developed, in large part, through the philanthropic support of parents and alumni.

Currently, the Foundation has eight staff who work on programmes to engage alumni and donors in the development of the school. Over the past 15 years, the Foundation has fostered a school-wide culture of philanthropy and raised more than £20 million in donations.

The Foundation and Sevenoaks School provide close to £3 million each year for bursaries. In addition, the Foundation has supported the building of The Sennocke Centre for sport (2005), The Space performing arts centre (2010), the Science and Technology Centre and Global Study Centre (2018), and Aisher House (boarding, 2019).

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and
Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.

The Role

This is an exciting opportunity to operationalise compliance and data protection responsibilities through best practice and using a risk-based approach for both Sevenoaks School and the Sevenoaks School Foundation. You will assist with the delivery of data protection and compliance by implementing tried and tested controls and measures to ensure both charities are continuing to meet our statutory obligations. You will also work closely with colleagues in both the School and Foundation to ensure that personal data is processed within the guidelines outlined by the ICO by contributing to the maturity of our data privacy practices.

This is a new role which is a fixed term contract to focus on completion of outstanding projects.

The role holder will undertake a range of data protection-related duties, with a specific focus on embedding data protection by design and by default, ensuring we meet our compliance and accountability objectives for new and existing projects, research, services, and systems. The role holder will also review and improve practices for existing data processing and records management activities.

Tasks will include management of Data Protection Impact Assessments, drafting and reviewing privacy notices, reviewing data sharing agreements, undertaking departmental audits, and providing expert advice to colleagues in both the School and the Foundation. The role holder will also assist with the development of a data and information policy and will assist with its implementation.

Reporting to

The Data Protection and Compliance Project Manager will report to the Associate Director, Advancement Services with a dotted line to the Assistant Bursar Governance & Compliance. The post holder will also work closely on a day-to-day basis with key stakeholders in the school and the Foundation.

Main Duties and Responsibilities:

Responsibilities include, but are not limited to:

- Fulfil the tasks of the designated role of DPO (Data Protection Officer) as defined by Article 39 of the GDPR.
- Inform and advise our business & stakeholders of their obligations with respect to GDPR/PECR/ePrivacy and all other aspects of data protection and compliance.
- Perform Data Protection Impact Assessments, Privacy Impact Assessments and Legitimate Interest Assessments, and draft/update and maintain our RoPAs (Records of Processing Activities).
- Embed UK GDPR principles using data protection by design and default.
- Build and maintain a repository of data protection and compliance policies, procedures, and processes.
- Provision of advice and guidance on the collection, use and storage of data.
- Be the lead in respect of Data Protection and
regulatory compliance; consistently providing information on governance, accountability, and risk.

- Review all existing and new data sharing and data processor agreements, which includes third-party client/supplier contracts.
- Drafting and updating privacy notices and other data protection-related documentation.
- Ensure new projects, services, and systems are developed in line with UK data protection law and that they comply policies and procedures.
- Implement best practice processes and procedures using a risk-based approach.
- Create and maintain a framework of compliance in accordance with DPA 2018, GDPR and PECR.
- Keep up to date with changes in data protection law and regulations.
- Other duties as may be required by the Executive Director of Development or School Bursar.

Person Specification - Experience and Qualities

- The successful candidate will have previous experience as a Data Protection Officer (or equivalent) or be able to demonstrate experience of undertaking data protection or other information compliance work.
- Ideally, they will have a degree or high-level qualification in law or suitable data protection studies (e.g., EU-GDPR-P, IDM award in GDPR, BCS).
- Experience of completing Data Protection Impact Assessments.
- Experience of reviewing and advising on data sharing arrangements.
- Good knowledge of UK data protection legislation.
- The ability to maintain a high degree of confidentiality, trust, and be able to handle sensitive information.
- They will enjoy working with others and will have excellent interpersonal skills. They will be a very strong communicator, in writing, by phone and in person and be used to dealing with a variety of individuals.
- Ability to propose and deliver workable solutions and to manage and prioritise a varied workload in a timely and cost-effective manner.
- Knowledge of data protection and compliance in a fundraising and development context is advantageous.

Hours / Working Pattern Requirements

It is envisaged that for the right candidate, this will be a full-time fixed term contract for 12 months.

Working 40 hours per week (9-5), with flexible and hybrid working possible, subject to agreement with the line manager.

Salary and Benefits

Salary

The salary for this role is £35,000-£40,000 pro-rata.
Benefits
• Holiday entitlement of 33 days, including bank holidays.
• School lunch.
• Free parking.
• Membership of the school’s defined contribution pension scheme is available.
• Cycle to work scheme.
• Membership of the school’s fitness centre.
• Employee Assistance Programme.
• Free or reduced price tickets to events in The Space, our Performing Arts Centre.
• Sevenoaks School Savers voluntary benefit scheme.
• Fee remission policy (terms apply).

Child Protection
All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school’s Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions
The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children’s Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note
This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder’s professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety
Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application
If you wish to be considered for this role, please contact Gemma Hannington at TTP Recruitment:
gemma.hannington@tpp.co.uk
0207 198 6020
Please submit your application as soon as possible. The closing date for applications is 16/03/2022 at midday.
The school reserves the right to appoint at any stage
of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible. Interviews are likely to take place from Monday 21 March 2022.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.