Northern Education Trust – Job Description

Job Title:	Compliance and GDPR Assistant	**JE Reference:**	JE395
Base:	Central Team		
Reports to:	Compliance Officer	**Grade:**	Grade 4 SCP 10-12
Service responsibility:		**Salary:**	£27,694 - £28,598
Additional:	Some travel may be required.	**Term:**	37 hours, 52 weeks

JOB PURPOSE

- To provide administrative and technical support to the compliance lead/DPO in matters relating to compliance and GDPR.
- Prepare reports and provide technical assistance to the Information Governance Steering Group (IGSG).
- Support the compliance lead to ensure the trust is compliant with all statutory legislative requirements; also taking into account best practice.
- Support with the preparation and planning of internal scrutiny and testing of key systems and procedures.

JOB SUMMARY

Data Protection

1. Assist the compliance lead/DPO to ensure the trust's information governance policies, processes and practices are regularly reviewed and updated.
2. To act as a point of contact to receive requests for advice from staff in relation to data protection issues.
3. Assist in the process of providing responses to Subject Access Requests, under the Data Protection Act 1998, (including redaction) and Freedom of Information, (or any successor legislation) requests.
4. Support in monitoring compliance with the data protection legislation across the trust.
5. Assist with administrative support to ensure good practice in records management and retention across the trust.
6. Provide support to the compliance lead/DPO on data breach incidents.
7. Assist in the preparation of delivery of training for staff on data protection requirements and monitor training completion.

Compliance

1. Provide administrative support to collate information for reports and returns to statutory bodies.
2. Assist in carrying out internal compliance checks to ensure that academies and the central team are working to trust policies, procedures and practices, including statutory requirements.

3. Keep a register of all trust policies and their review dates, ensuring policies are reviewed by the appropriate nominated officer and taken to the executive/trust board for approval.
4. Circulate policies to all key stakeholders once the executive/board has approved them.
5. Assist in ensuring audit recommendations for specific academies are implemented in a timely manner.
6. Produce summary reports and data to demonstrate that statutory requirements are being met.
7. Assist in ensuring that academy websites and the trust website are compliant with all statutory requirements.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

2. To follow all safeguarding and child protection policies and procedures

General

3. To participate in wider trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: ……..