

## **Job Description**

### **Compliance and Privacy Officer**

#### **Reporting to: HR Manager**

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

The Compliance and Privacy Officer has specific responsibility for the following:

- Address the increasing levels of regulatory compliance by keeping up-to-date with, and ensuring that the school is compliant with, all aspects of regulation and legal issues required by independent schools.
- Ensure that the school's policies and procedures are compliant with all relevant demands, both of the law and of the Independent Schools' Inspectorate, on an ongoing basis.
- Understand and ensure full implementation of school policies and procedures, in particular those relating to safeguarding and child protection, health and safety, safer recruitment and admissions.
- Assist in the development of procedures and practices to ensure that these regulatory requirements are met, including keeping the Policy Tracker up-to-date and ensuring all staff compliance in sign-off of policies.
- Advise the Head, and Senior Leadership Team on all aspects of regulatory compliance and other legal issues relating to the management of the school, ensuring that appropriate records are maintained.
- Interpret legislation and other laid down procedures, and be able to explain the requirements in simple, practical terms to non-specialists.
- Lead and promote data privacy and information security within the school, being the first point of contact for anyone raising data privacy queries.
- Ensure compliance with the General Data Protection Regulation (GDPR), Data Protection Act (DPA) and other relevant data protection legislation.
- Carry out data mapping updates and annual review; draft and secure agreement on Data Protection Impact Assessments (DPIA) where required; lead the school's response to Subject Access Requests (SARs) as required, in consultation with the Head and senior staff; update the school Data Protection Policy and Privacy Notices; provide subject matter expertise and, where required, training.
- Take ownership of all school risk assessments ensuring they are updated as per the appropriate schedules and working with the Director of Operations to ensure the Risk Register is up-to-date.

- When necessary assist with general tasks as required within the HR Department in order to maintain compliance with safer recruitment guidance.
- Work closely with a broad range of colleagues including the Head, Senior Leadership Team and external stakeholders.
- Demonstrate strong administrative, communication, organisation, change management and risk management skills.

The above list of responsibilities is agreed to be an accurate job description, which should be read in conjunction with the Staff Manual and with school policies and procedures.

Signed:

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**Darryl Wideman**  
**Head**  
**Radnor House**  
**Dated:**

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**Compliance and Privacy Officer**  
**Radnor House**  
**Dated:**

