

Compliance and Privacy Officer

Required for September 2021

**Radnor House School
Pope's Villa, Cross Deep, Twickenham TW1 4QG**

<http://www.radnor-twickenham.org/>

Do you have an eye for detail, a passion for quality, a tenacious streak and a strong administrative background, with experience working in the education sector or a similarly regulated area?

We are looking to appoint a talented and responsible Compliance and Privacy Officer to ensure regulatory compliance throughout all aspects of the school. You'll be working with colleagues at all levels keeping policies and risk assessments up to date and compliant with all relevant demands, both of the law and of the Independent Schools' Inspectorate, on an ongoing basis. Ensuring all staff are up-to-date with their individual compliance requirements through management of the Policy Tracker system and when necessary assisting with general tasks within the HR Department in order to maintain compliance with safer recruitment guidance. You will also be responsible for ensuring staff are aware of their responsibilities in relation to GDPR (General Data Protection Regulation) and any data requests which may be received.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the Thames in Twickenham, just thirty minutes from Central London. The relatively small size of Radnor House enables us to focus on the individual needs of all of our pupils. This fosters a supportive and collaborative community where success is regularly celebrated.

Working hours are two days per week from 08:30 to 17:00. The post is a 52-week, year-round position. Salary is dependent on skills and experience.

For further information, to download an application form, or to watch our video to give you a flavour of working at our school, please visit our website:

<http://www.radnor-twickenham.org/about/>

<http://www.radnor-twickenham.org/about/working-at-radnor-house/current-vacancies/>

Completed application form and cover letter should be returned to hr@radnorhouse.org by midday on Monday 20th September 2021.

Radnor House is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Pre-appointment screening, including an enhanced DBS check is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the 'Working at Radnor House' page of our website.