



## **Job Description**

**Job Title:** Senior Personnel & Data Protection Officer (DPO)

**Grade:** S01

### **Purpose of the Post**

The Senior Personnel and Data Protection Officer is responsible for leading and managing personnel administration, data protection, attendance monitoring and compliance functions across the Federation. The postholder will ensure that effective systems, processes and procedures are in place to support the efficient operation of the schools, whilst ensuring compliance with employment legislation, UK GDPR, Data Protection Act requirements and other statutory responsibilities.

Working closely with the Executive Headteacher, Heads of School and senior leaders, the postholder will provide expert advice and support on personnel matters, recruitment, safeguarding compliance, attendance processes, information governance and records management. They will oversee the maintenance of accurate personnel and pupil records, support workforce planning and recruitment processes, and ensure that the Federation meets its statutory obligations relating to data protection, safer recruitment and regulatory compliance.

As the Federation's Data Protection Officer, the postholder will promote a culture of accountability, confidentiality and best practice in information management, ensuring that staff understand and adhere to their responsibilities regarding data protection and information security.

The postholder will play a key role in supporting school leaders to improve attendance outcomes, strengthen compliance systems and maintain high standards of operational effectiveness, contributing to the overall success, safety and wellbeing of pupils, staff and the wider school community.

### **Key Responsibilities:**

#### **Pupil Attendance and Welfare**

- ☐ Lead and coordinate attendance systems and processes across the federation.
- ☐ Monitor attendance and punctuality data, identifying trends and areas of concern.
- ☐ Work closely with school leaders to implement strategies that improve attendance and reduce persistent absence.
- ☐ Coordinate attendance panels, meetings and interventions with families.
- ☐ Liaise with external agencies, including the Local Authority Attendance Service, where appropriate.

- Ensure attendance procedures comply with statutory guidance and local authority requirements.
- Produce attendance reports for school leaders, governors and federation committees.
- Support the development of a positive culture of attendance across the federation.

## **Personnel & HR**

- Lead the day-to-day personnel function across the Federation.
- Provide advice and guidance to school leaders on HR policies, procedures, and employment matters.
- Manage recruitment processes, onboarding, and induction arrangements.
- Maintain accurate employee records and personnel files.
- Manage absence management, employee relations, and employee wellbeing initiatives.
- Liaise with Lambeth HR services and external partners as required.
- Ensure compliance with employment legislation, school policies, and local authority guidance.

## **Data Protection Officer (DPO)**

- Act as the Federation's designated Data Protection Officer.
- Monitor and advise on compliance with UK GDPR, Data Protection Act 2018, and school information governance requirements.
- Develop and maintain data protection policies, procedures, and records.
- Support staff in handling personal data appropriately and securely.
- Lead on data protection training and awareness across the Federation.
- Manage data breach reporting and investigations where required.
- Serve as the key point of contact for data protection matters.

## **Person Specification**

### **Qualifications and Training**

#### **Essential**

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Good standard of general education.
- Evidence of relevant professional development.
- GDPR/Data Protection training or willingness to undertake training.
- Safeguarding Level 3 training or willingness to undertake training.
- Safer Recruitment training or willingness to undertake training.

#### **Desirable**

- CIPD Level 3 qualification or equivalent HR qualification.
- Attendance and Inclusion training.
- Training in school information systems (e.g. SIMS).
- Prevent Duty training.
- First Aid at Work qualification.

### **Knowledge and Understanding**

#### **Essential**

- Knowledge of data protection principles and confidentiality requirements.
- Understanding of personnel administration processes, including recruitment, contracts and record keeping.
- Understanding of safeguarding requirements and safer recruitment practices.
- Knowledge of school attendance procedures and the importance of promoting good attendance.
- Understanding of the need for accurate record keeping and compliance with statutory requirements.

- Awareness of equality, diversity and inclusion principles.

## **Desirable**

- Knowledge of school-based HR systems and processes.
- Understanding of school compliance requirements, including the Single Central Record.
- Knowledge of attendance legislation and local authority procedures.

## **Experience**

### **Essential**

- Experience of working in an administrative, HR, compliance or school office environment.
- Experience of maintaining accurate records and databases.
- Experience of handling confidential and sensitive information.
- Experience of communicating effectively with a range of stakeholders.
- Experience of working to deadlines and managing competing priorities.

### **Desirable**

- Experience of working in a school or educational setting.
- Experience of supporting recruitment processes.
- Experience of monitoring attendance and producing attendance reports.
- Experience of supporting GDPR compliance and information governance.
- Experience of maintaining a Single Central Record.

## **Skills and Abilities**

### **Essential**

- Excellent organisational and administrative skills.
- Ability to prioritise workload and meet deadlines.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and professionalism at all times.
- Good ICT skills, including Microsoft Office applications.
- Ability to analyse data and present information clearly.
- Ability to build positive relationships with staff, pupils, parents and external agencies.
- High level of accuracy and attention to detail.
- Ability to work independently and as part of a team.

### **Desirable**

- Ability to deliver training or briefings to staff.
- Experience of producing reports for senior leaders or governors.
- Experience of using attendance, HR or compliance management systems.

## **Personal Qualities**

### **Essential**

- Commitment to safeguarding and promoting the welfare of children and young people.
- Professional, approachable and trustworthy.
- Calm and resilient when working under pressure.
- Flexible and adaptable to changing priorities.
- Positive and solution-focused approach.
- Commitment to providing high-quality support and service.
- Ability to maintain discretion when dealing with sensitive matters.

## **Other Requirements**

### **Essential**

- Enhanced DBS clearance and satisfactory pre-employment checks.
- Commitment to ongoing professional development.
- Ability to work across Federation sites as required.

### **Desirable**

- Willingness to attend occasional evening meetings or training events.