

JOB DESCRIPTION

ROLE TITLE	Information Governance Administrative Assistant
CONTRACTED HOURS	37 hours per week / 52 weeks per year
LOCATION	Hybrid Homeworking / travel to Unity School Partnership, Homefield Road Haverhill
GRADE / SCALE POINT – SALARY	Grade 4 SP 9-12
REPORTING TO	Information Governance Lead

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of our schools are now successful and well-performing, judged 'good' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely excellent, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – Our People Strategy sets out an array of actions to ensure we become the employer of choice for school staff in the region.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

JOB PURPOSE

To provide effective administrative support to ensure all Trust schools are compliant with safeguarding, GDPR, and statutory website requirements, supporting the Trust in meeting all regulatory and compliance standards.

KEY TASKS & RESPONSIBILITIES

- Maintain accurate, up-to-date records of all data breaches, Subject Access Requests (SARs), and Freedom of Information (FOI) requests across the Trust.
- Act as the first point of contact for SAR-related queries, providing clear and timely guidance.

- Provide Trust schools with templates and guidance for reporting data breaches, SARs, and FOI requests.
- Support the early stages of SAR processing, offering advice and assistance under the direction of the Information Governance Lead.
- Review, collate, and prepare data in response to Subject Access Requests and Freedom of Information requests.
- Monitor Trust-wide compliance with statutory timescales for data breaches, SARs, and FOI requests, escalating concerns where necessary.
- Maintain and update records of data processors and data systems used across the Trust.
- Ensure data protection templates, guidance, and updates are accessible and current on the Unity Schools Partnership intranet.
- Maintain training resources and accurate training records for Central Trust staff relating to data protection, GDPR, and Cyber Security.
- Undertake specialist training where required to support the role and Trust priorities.
- Analyse trends in data breaches and SARs to help identify training needs and areas for improvement.
- Facilitate and support the delivery of training sessions, both in person and remotely, using platforms such as the National College where appropriate.
- Support effective communication with school staff regarding regulatory changes, procedural updates, and key compliance information.
- Assist in the preparation of reports for the Board and Executive Team.
- Carry out any other duties as required by the Trust Safeguarding Lead and the Data Protection Officer.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths at Grade C / Level 5 or above. Good understanding of relevant legislation (UKGDPR, Data Protection Act, Freedom of Information Act) 	<ul style="list-style-type: none"> Qualification or formal training in GDPR, Data Protection, or Cyber Security.
Experience	<ul style="list-style-type: none"> Experience of maintaining accurate and up-to-date records. Experience of handling GDPR-related queries and managing data breaches. Experience of administering or using online portals or systems (e.g. Microsoft Teams, GDPRis, The National College). Experience of working with confidential and sensitive information. Experience of working to deadlines and managing competing priorities. 	<ul style="list-style-type: none"> Experience of dealing with Subject Access Requests (SARs) and Freedom of Information (FOI) requests. Experience of working within a multi-academy trust or education setting. Experience of supporting compliance or information governance activities.
Skills and Knowledge	<ul style="list-style-type: none"> High level of computer literacy. Confident and competent in the use of Microsoft Outlook, Word, Excel, Forms, SharePoint, and Adobe suite. Strong written and verbal communication skills. Ability to communicate effectively and build positive working relationships with colleagues and stakeholders. Tact, diplomacy, and a professional approach, with a proven ability to maintain confidentiality at all times. 	<ul style="list-style-type: none"> Knowledge and experience of using GDPRis (GDPR in Schools) software. Understanding of data systems, record-keeping requirements, and statutory timescales.
Aptitudes / Personal Qualities	<ul style="list-style-type: none"> Highly trustworthy, discreet, and reliable. Organised, methodical, and detail-focused. Proactive and able to work independently as well as collaboratively. Calm and resilient when dealing with sensitive issues or statutory deadlines. 	

	<ul style="list-style-type: none"> • Strong commitment to safeguarding and compliance 	
Safeguarding Commitment	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo safeguarding checks, including an enhanced DBS check where required. • Willingness to undertake safeguarding and child protection training as required. 	
Other Requirements		
Values & Ethos Alignment	<ul style="list-style-type: none"> • Alignment with Unity Schools Partnership and our Schools values and ethos. 	