

## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Trust Data Protection and Admissions Lead	<b>School:</b>	Trust Office + Flexible (Hybrid) Working
<b>Salary Grade:</b>	Band 8 SCP 12 - 17	<b>Working Hours:</b>	Part Time – circa 30 HPW
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Harrogate

**Responsible to: Trust Governance & Compliance Lead**

#### Role summary:

This position is a dual role with the following role summaries:

The Data Protection Lead acts as the main point of contact and advice for our Trust schools and Central Team. The key responsibility of the role is to advise our internal and external stakeholders on all data protection matters, in order to remain accountable as a Trust and public authority for our compliance with UK GDPR. Key operational activities include the drafting of statutory policies, processing data requests and the management of data breaches. The role includes leading the annual programme of audit activities for the Trust and its schools and following up compliance processes in partnership with the Trust's appointed external Data Protection Officer (DPO).

The Admissions Lead acts as the main point of contact and advice for our Trust schools and Central Team. The key responsibility of the role is to advise our schools on admissions legislation and ensure Trust-wide adherence to the School Admissions Code 2021. Key operational activities include the drafting of annual statutory admissions policies and processes by which children are allocated places at our schools. The Admissions Lead will respond to complex and escalated admissions queries from our governing boards, schools, operational teams and local authorities, in addition to supporting our schools with case statements for independent admission appeal hearings. In addition, the role includes the collation and analysis of statistical data to inform decision making by the Trust's Senior Leadership Team.

The ideal candidate will possess a legal background or qualification and demonstrate a strong understanding of data protection law and compliance processes.

#### Special conditions of service:

No smoking policy, including e-cigarettes/vaping.



## **Role specific responsibilities:**

### **Trust Data Protection Lead**

- Act as Trust key point of contact and policy advice for RKLT schools, Trust operational teams, Senior Leaders and the Trust's appointed Data Protection Officer (DPO):
  - Develop annual programme of Trust data protection training and guidance for our school and Central Team Data Protection Leads, in line with our Trust policies, processes and any legislative changes. This will involve the creation of bespoke materials to educate senior colleagues on data protection compliance and best practice.
  - Report and manage data breaches, which may compromise the security of sensitive personal data of children, families and staff. This includes root cause analysis, risk mitigation and post-incident reporting to our Trust Data Protection Leads, Senior Leaders, Trustees and Data Protection Officer (DPO) and Information Commissioner's Office (ICO).
  - Process data requests for the Trust's schools and Central Team. This involves exposure to sensitive personal data and ensuring the integrity / redaction of any material shared with data requesters and external legal parties, including the Courts, solicitors and safeguarding bodies.
  - Support colleagues with the creation of Data Protection Impact Assessments in order to assess limit risks of new data processing activities.
  - Lead the planning and preparation process for school data protection audits, as conducted by our external Data Protection Officer. Communicate outcomes for Trustees and Senior Leaders and follow up on any recommendations.
  - Draft the Data Protection Policy, Freedom of Information Policy and Privacy Notices for Trustee approval, in line with the review cycle and any legislative changes, ensuring the determination of policy by the Audit & Risk Committee and Main Board of Trustees
  - Work with cross-functional leaders within the Trust Central Team to support the development of new data protection related policies (e.g. AI Use), as required
- Support the onboarding of new schools into our Trust - embedding the data protection service model, policies, and processes.

### **Trust Admissions Lead**

- Act as the Trust's central point of contact and advice for school admission arrangements across 16 RKLT schools
- Lead the required annual activities for the timely publication of each school's admission policy, ensuring the management of any required public consultation and the determination of policy by the Main Board of Trustees
- Also act as a key contact for schools and the local authority in co-ordinating admissions appeal hearings for families applying to RKLT schools.
- Keep up to date with the mandatory requirements and statutory guidance of the School Admissions Code 2021 and associated legislation and ensure our Trust remains accountable in its adherence to admissions legislation.
- Research and prepare responses to schools and local authorities with complex admissions queries impacting the allocation of school places to children within the local community. Co-ordinate exception requests / in-year admissions decisions for review with Trust Senior Leaders.
- Prepare admission appeal case notes for the Trust Presenting Officer for block and in-year appeals, as required. This includes the detailed preparation of the school's case and review of each appellant's case / supporting documentation ahead of each appeal and attendance at the hearing
- Provide MI and reporting to Trust Senior Leaders on school applications and admissions.
- Support the onboarding of new schools into our Trust - embedding the admissions policies and processes.
- Support the Trust Senior Data Analyst to automate the collection of admissions data from our RKLT schools for regular update to the Trust Senior Leadership Team.



- Governance admin support, which may include collation of compliance data and occasional clerking / support for meeting (full training provided) with some flexibility to attend evening meetings
- Deputising for Trust Governance and Compliance Lead on an ad hoc basis. This may include for example, but not by way of limitation – support to colleagues in using governance systems (e.g. GovernorHub) and supporting the provision of information to Trustees and Local Governing Boards.
- Prepare communications and develop training materials to be used across the Trust, its schools and local governing boards to ensure understanding of the admissions process and compliance with requirements.
- Work with the Marketing Manager in the promotion of schools to raise admission numbers.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

#### **RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to build relationships with governors, senior leaders and key administrative staff and support efficient and effective governance, both within the meetings and in the day-to-day work of governors	*	
Ability to work under pressure and to meet deadlines	*	
Keen to learn and to use their own initiative to problem solve	*	
To be resilient and detail-focused	*	
Good organisational skills and high levels of self-motivation.	*	
Use initiative, prioritise and work independently	*	
Work to professional standards and demonstrate high levels of confidentiality	*	
Work positively and effectively with all stakeholders	*	
Ability to demonstrate empathy, kindness, and positivity	*	
Good sense of humour & ability to maintain a sense of perspective in all working conditions.	*	
Effective written and oral communication and organisation	*	
Excellent attention to detail	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Qualified to A Level standard or higher	*	
Experience within public sector or educational setting		*
Experience of working with organisations in a support capacity	*	
Proficient in use of MS Office packages and databases	*	
Successful experience in the organisation of administration processes.	*	
Experience of record management and communication methods that are fit for purpose and maintain the highest level of confidentiality	*	
Experience of problem solving, with a solution based and adaptable approach	*	
Legal background or qualification that demonstrates a strong understanding of data protection law and compliance processes.	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	



Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

