

Information Governance Manager

Recruitment Pack





MAKING IT EASY TO MAKE A DIFFERENCE

WELCOME

Are you a strategic leader with a passion for data privacy who is ready to drive excellence across our family of schools within the Trust?

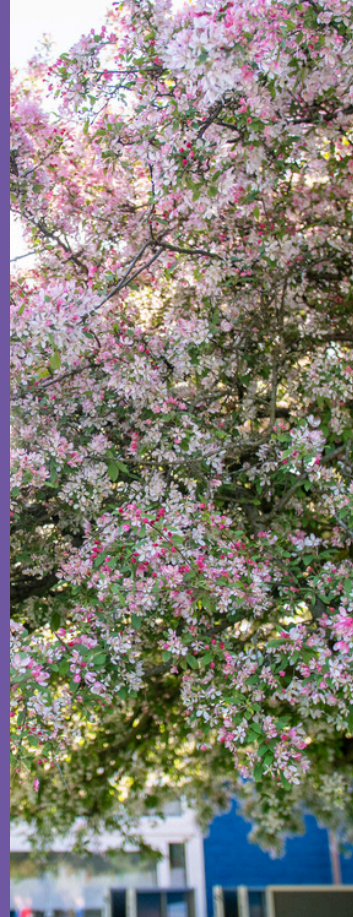
We are seeking a proactive Information Governance Manager to provide expert guidance and implement a robust framework across our academies, ensuring personal data is handled lawfully and transparently while bridging the gap between legal compliance and operational excellence.

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



“

Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Main duties and responsibilities:

Overall purpose of the post:

The Information Governance Manager is a dual-purpose strategic leadership role.

You will bridge the gap between legal compliance and operational excellence and work collaboratively with stakeholders to promote risk awareness and a culture of openness so that Information Governance is an integral part of the Trust's operation.

The core purpose is to develop, implement, and monitor a robust information governance framework that ensures all academies within the Trust handle personal data—belonging to students, staff, and parents—lawfully, safely, and transparently.

You will be the statutory Data Protection Officer as defined by the UK GDPR, acting as the primary point of authority for data privacy across Ivy Learning Trust.

Main duties and responsibilities:

Policy & Strategy

Framework Development: Create and maintain a suite of Information Governance policies (e.g., Data Protection, Freedom of Information, Records Management, and Data Retention).

Information Asset Register: Maintain a comprehensive Record of Processing Activities (RoPA) for the central team and all individual academies.

Operational Management

Breach Management: Lead the investigation of personal data breaches, ensuring timely reporting to the ICO where necessary and implementing remedial actions.

Main duties and responsibilities:

- **Rights Requests:** Coordinate and oversee the response to Subject Access Requests (SARs) and Freedom of Information (FOI) requests, ensuring legal deadlines are met.
- **Training & Awareness:** Design and deliver a trust-wide training program to ensure every staff member understands their role in data security.

Risk & Security

Cyber Security Collaboration: Work closely with the Head of IT to ensure technical measures (encryption, access controls) align with data protection policies.

Third-Party Oversight: Review Data Processing Agreements (DPAs) for vendors and software used across the Trust's schools.

Statutory DPO Obligations

Monitoring Compliance: Inform and advise the Trust and its employees of their obligations under the UK GDPR and the Data Protection Act 2018.

DPIA Oversight: Provide advice on and monitor the performance of Data Protection Impact Assessments (DPIAs) for new technologies or processing activities.

Regulatory Liaison: Act as the formal point of contact for the Information Commissioner's Office (ICO) and for data subjects (parents/staff) regarding their rights.

JOB DESCRIPTION

All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Follow the Code of Conduct for Employees at all times.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

JOB DESCRIPTION

Employees will be expected:

- To comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- To work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence.

Notes

This job description has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of Ivy is changed.

The post-holder may be required to work in any of the offices / schools / nurseries within Ivy, as directed by the CEO.



PERSON SPECIFICATION

Criteria	Requirements	Essential / Desirable
Qualifications	A recognised professional qualification in Data Protection	E
	Legal Background: A degree in Law or a related discipline.	D
Knowledge and understanding	Expert Knowledge: Deep understanding of UK GDPR, the Data Protection Act 2018, and the Education (Pupil Information) Regulations	E
	Sector Knowledge: Specifically within a Multi Academy Trust or the wider Education sector.	D
Experience	Experience in a data protection and information governance role, ideally within the public sector or a complex multi-site organisation.	E
Skills and attributes	Communication: Ability to translate complex legal requirements into simple, actionable guidance for relevant stakeholders.	E
	Analytical Skills: Proven ability to conduct audits, identify risks, and produce clear Board-level reports.	E
	Adapting to change: Ability to cope with and adapt to change, tight deadlines and remain calm in stressful situations.	E
	Project Management: Experience in managing large-scale organisational change or system implementations.	D

Criteria	Requirements	Essential / Desirable
Behavioural competencies	Ethos and values A commitment to promoting the ethos and values of the Trust.	E
	Commitment to CPD: Staying up to date with information governance, statutory and regulatory requirements	E
Personal qualities	Integrity: High level of professional ethics and the ability to maintain independence in the DPO role.	E



DETAILS AND TIMELINE

Contract Type:
Permanent, Full-Time

Salary:
£47,500 - £52,500

Reporting to:
Director of Governance

Closing Date:
27 May 2026

Interviews:
w/c 8 June 2026

Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

Ivy Learning Trust is committed to safeguarding the wellbeing of our pupils and young people. All successful candidates will be subject to an enhanced DBS and online social media check. Employment at Ivy Learning Trust is also subject to:

- Satisfactory references
- Barred list check (regulated activity roles)
- Section 128 check (for applicable roles)

- Overseas criminal records check (where required)
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with registered body where applicable

For more information about this role, contact Frances Lorente, Governance Director on 020 3972 4600/ frances@ivylearningtrust.org.