Data Manager and Data protection Officer

Welcome

About Peponi Schools

Purpose, Vision & Mission Vision
To be recognised as a school that nurtures every child inspiring them to reach their full potential both academically and socially. Igniting curiosity and a love of learning through a world-class holistic education that enables them to grow into respectful, happy and successful global citizens.

To recognise and develop a child's individual character through a nurturing and holistic education and guide them through a journey of discovery that inspires creative and independent thinkers with an everlasting passion for learning.

Our School Structure

The three Peponi schools, Peponi House Kabete Kindergarten, Peponi House and Peponi School, are connected by the founders' value of "Every child matters". Ensuring that from the age of two to eighteen years old, pupils are warmly embraced in an international, multicultural, and multi-faith family. Pupils' individual talents, passions and abilities are discovered and celebrated whilst we focus on growing critical, independent thinkers ensuring each and every pupil reaches their full potential. Whislt the three structures exist as separate entities the schools work in partnership to ensure a smooth progression for all pupils. Many of our support departments are centralised or work in partnership.

Role Description

Department: Administration/support
Responsible to: Director Of IT and Head of School
Hours of work: 0730 to 1630

Overall purpose of the post:

The post holder will:

- Be responsible for the efficient operation of School's Information Management Systems and other key administration software. (iSAMS)

- Act as the School's Data Protection Lead working with the Heads of School including oversight of data impact assessments and to recommend acceptance or declining of software proposals

Key Responsibilities

Data Protection

- The Development and monitoring of data protection policies and procedures across all three schools.
- Advising the Heads of School on Data Protection compliance
- Inform and advise staff on their data protection responsibilities and coordinate Data Protection training.
- Serving as the point of contact between the organisation and its supervisory authority.
- Serving as a point of contact for individuals on privacy matters.

- To contribute to the implementation and compliance of data protection policies as it relates to iSAMS and other software.
- Training enrolment and logs
- Investigating and reporting data breaches
- Completing Subject Access Requests
- Completing Data Privacy Impact Assessments
- Creating and updating policies
- Managing Data Retention
- Seeking advice from school lawyers as required to ensure compliance in this area

Information Management System

- To be responsible for the management, support and development of the use of the School's Information Management System (iSAMS).
- To be responsible for ongoing training of staff for MIS including through liaising with iSAMS
- To be responsible for supporting key personnel to develop the use of iSAMS and to support the ongoing needs
- The production and maintenance of SQL Server Reporting Services (SSRS) reports and templates for use from within iSAMS.
- To manage the annual rollover in ISAMS and to set up the registration cycles at the beginning of each academic year (ISAMS), add term dates and teaching weeks.
- To extend and/or supplement the use of iSAMS to serve the present and future needs of the School.
- Data retention and relevance including housekeeping

School Administration Software Systems

- To be the first point of contact and administrator of various other core administration software systems (For example: CPOMS, iSAMS).
- To troubleshoot user problems on the above packages including account permissions, password issues, data queries, development of new and custom areas.
- To create, manage and support the data input and record keeping of staff and student data in above packages.
- To ensure the integrity and accuracy of the data stored within iSAMS and other software.
- To ensure relevant staff are trained in the use of iSAMS and other relevant software packages. To develop standard operating procedures and best practices with regard to ongoing maintenance and usage of iSAMS and other software, including providing written protocols and guidance to relevant stakeholders.
- To manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system and other software.
- To assist developing the practical application of new software systems and platforms across the 3 schools.
- To liaise with third party software vendors on maintenance issues and any custom requirements / reports/APIs/Integration.
- Ensuring use is GDPR compliant.

Archives

- To oversee records and archives management ensuring data protection compliance across the three schools, including the sorting of digital and paper records, scanning of paper records and the secure storage and/or disposal of sensitive school and personal data.

Other Key Responsibilities

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- Liaise with Academic leaders across the schools to ensure reporting cycles meet their requirements.
- To upload reports to the Parent Portal.
- To deal with ad hoc requests for data and/or analysis.
- Work with Alumni/ Development to ensure a smooth transition of data between the different systems
- Working with app developers to ensure they have access to what they need.

General

- To foster a culture of collaborative working across the support groups within the schools ensuring a smooth flow of information.
- To ensure operations adhere to school policies.
- To provide excellent levels of service at all times.
- To be willing to train and develop new skills.
- To attend and take part in team meetings & regular reviews with line manager etc.
- To maintain strict confidentiality at all times with due references to the School's Data Protection Policy and Procedures.
- To work in close cooperation and collaboration with the IT and School Administration teams.

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Person Specification

Criteria	Essential	Desirable	Assessment
Experience	• Experience of working with, management information or data collection systems; • Experience in the use of ICT systems and software, particularly to interrogate data. This could include Access, SQL reporting services as well as demonstrating high-level skills in Excel • Collection, collation, interpretation and dissemination of a wide range of data.	• Experience within a similar school environment • Experience of managing iSAMS • Experience with other relevant software. • Experience of developing reports using SQL. • Experience of archiving of critical and statutory data • Experience in training people • Knowledge of Management Information Systems; • Knowledge of GDPR legislation and its application; • Proactive in keeping up with technology trends	Application form/interview /references
Qualifications		• Degree or equivalent qualification in a relevant field. • SQL training/qualification • Relevant CPD	Certification
Skills / Abilities	• Ability to cope under pressure with a range of day-to day matters; • Able to prioritise and work to meet deadlines; • Able to work as part of a team or on own initiative; • Excellent customer service skills and customer focussed approach; • Able to communicate clearly through a variety of media to audiences with differing levels of understanding; • Ability to complete work accurately, clearly and concisely; • Problem solving skills	• Knowledge of collection, cleaning, analysis and dissemination of data and/or statistical information.	Test/Interview

Personal Attributes /Competencies	• Ability to work as a team member; • Ability to work accurately with a forensic attention to detail; • Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands; • Friendly manner with excellent communication skills (verbal and written) including good telephone manner; • A commitment to safeguarding and protecting children/young people; • Able to work flexibly to meet the requirements of the post, including occasional evening and weekend work.		Interview/ References