

Job Description

Post: Information Governance Coordinator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Manage subject access requests (SARs) from receipt to response, ensuring accuracy, confidentiality and compliance with statutory deadlines.
- Coordinate freedom of information (FOI) requests from receipt to final response in line with legislation and trust procedures.
- Liaise with departments and academies to gather, review, redact and securely prepare personal, sensitive, confidential and third-party information for disclosure.
- Maintain accurate request registers, case records, audit trails and supporting documentation, producing reports and management information as required.
- Manage highly confidential information, including safeguarding and child protection records, in line with data protection and safeguarding requirements.
- Monitor statutory timescales and escalate complex, sensitive or high-risk cases appropriately.
- Support compliance with UK GDPR, the Data Protection Act 2018, freedom of information legislation and trust policies.
- Improve information governance processes, procedures and guidance across our trust.
- Maintain standard templates, guidance and operating procedures for SARs, FOI requests and wider information governance activity.
- Support student admissions administration, including applications, waiting lists, assessments and communications.
- Coordinate admission appeals, including panels, hearings, documentation, venues, interpreters and stakeholder communications.
- Advise families on admissions and appeals procedures.
- Work flexibly and support administration in other functions as directed.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the people service delivery manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.