# We're Hiring: HR/GDPR Adviser (Career Grade Role)

📍 Leeds/Bradford | 🕓 Term Time Only + 15 Days) | 🏡 Hybrid Working | 💼 Permanent | 💷 £42,500–£48,000 Depending on Experience

Bywater Kent Support Services Ltd. is looking for an enthusiastic and skilled HR/GDPR Adviser to join our growing team. We are a Leeds-based company providing high-quality HR and data protection consultancy to schools across Leeds and Bradford.  
  
This is an exciting career-grade opportunity that offers long-term progression and the potential to ultimately take on the role of Data Protection Officer to a large portfolio of schools. Whether you come from an HR, compliance, or a data protection background – if you’re ready to make an impact and grow your expertise, we’d love to hear from you.

## 💡 What You’ll Do

* Provide routine HR advice, particularly on sickness absence, to school leaders.
* Support the development of data protection compliance in schools, working closely with our current Data Protection Officer.
* Assist in the creation of e-learning content, newsletters, and LinkedIn blogs on HR and GDPR topics.
* Contribute to training materials and policy development.
* Develop into a trusted partner to schools, eventually becoming the named DPO for a portfolio of clients.

## 🎯 About You

* You’ve got experience handling HR casework, particularly related to sickness absence.
* You're interested in data protection and are keen to gain a recognised qualification – which we will fully fund.
* You’re highly organised, self-motivated, and confident managing your own workload.
* You’re a strong communicator who can build trusted relationships with school leaders and colleagues alike.
* You have a full UK driving licence and access to a vehicle, as occasional school visits are required.

## 💼 What We Offer

* A supportive, experienced team environment.
* Flexible working – full-time, part-time (minimum 30 hours), and ideally Term Time Only + up to 15 days in school holidays.
* A hybrid role with time spent at home, in school settings, or at one of our office locations.
* A starting salary (FTE) of:  
   - £42,500 (for candidates without a GDPR qualification)  
   - £43,500 (for candidates holding a recognised GDPR qualification)  
   - Progressing to £48,000 upon completion of at least two years’ post qualification experience, subject to consistently strong performance in the role

*Note: Salaries will be pro-rated for part-time and/or term-time working patterns.*

* Long-term career progression, including succession into the DPO role.
* Investment in your professional development and certification.

This role reflects our strategic planning for the future of our data protection services. You’ll be supported by our expert DPO and HR Manager and will play a key role in shaping how we support schools across HR and GDPR matters in the years to come.

📩 Interested?  
To apply, please send your CV to **John Bywater, Business Lead**, at the following address:

[john@bywaterkent.co.uk](mailto:john@bywaterkent.co.uk).

We look forward to hearing from you