



RECRUITMENT PACK
For Caretaker at Great Staughton Primary
Academy

Welcome to The Diamond Learning Partnership Trust, a charitable multi-academy trust.

We work hard to achieve the highest level of support, teaching and resources in an outstanding environment and are extremely proud of the success of our pupils and staff. This success is underpinned by the support of parents and carers who work together with the Trust and their children to help achieve the highest possible standards.

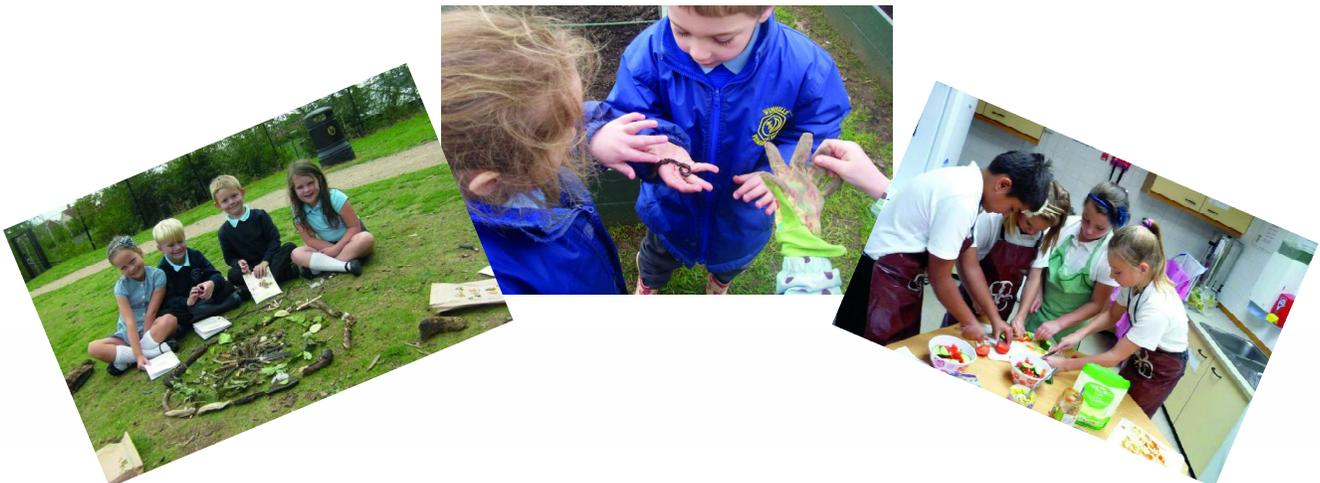
The aim of The Diamond Learning Partnership Trust (TDLPT) is to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning.

We are focused on transforming children's lives and therefore life chances through a clear focus on unlocking every child's abilities. Our primary objective is to provide the perfect balance between an excellent education, uncompromising pastoral care and the nurtured development of every individual child's qualities.

Ensuring all children make good or better progress in reading, writing and numeracy is one of our core purposes. All staff consistently and energetically use the most effective methods for teaching these basic skills with high quality training from leading experts in literacy and numeracy teaching, equipping them to do so.

Underpinning this is:

- outstanding day-to-day teaching, assessment and marking of children's work
- first-rate systems for tracking, identifying and celebrating children's progress
- an exciting, relevant and inspiring curriculum that meets the needs of all children
- excellent support for every child, so that all children achieve highly, regardless of their background
- outstanding, determined, resolute leadership where high expectations are communicated to all
- strong governance where governors and senior leaders set a clear direction and provide strong leadership.



We are currently made up of fourteen schools, but are continuously developing and growing.



[Gorefield Primary Academy](#)



[The Round House Primary Academy](#)



[King James Academy Royston](#)



[Winhills Primary Academy](#)



[Middlefield Primary Academy](#)



[Glebelands Primary Academy](#)



[Roman Way Academy](#)



[Murrow Primary Academy](#)



[Kimbolton Primary Academy](#)



[Leverington Primary Academy](#)



[Thomas Eaton Primary Academy](#)



[Wintringham Primary Academy](#)



[Great Staughton Primary Academy](#)



[Braybrook Primary Academy](#)



Message from Susannah Connell (CEO)

Thank you for considering a role at one of our schools.

If you have any questions about the role advertised please do not hesitate in contacting a member of our HR team – their details are on the following pages.

I am thrilled to be the founding CEO of The Diamond Learning Partnership Trust and have over 20 years of primary education experience. I began my career as a classroom teacher, working with children of all ages, and have also used my expertise to train and support teaching staff at other schools together with working with undergraduate students in local universities.

Since becoming a Headteacher in 2006, I was brought into a failing school by the Local Authority, and have since developed a bold curriculum at Middlefield which has been highly praised as “beyond outstanding” by inspectors. During early 2012, Middlefield took on the direct support of Winhills Primary School and was again praised for the positive impact and strong leadership in an Ofsted inspection two months later.

The Diamond Learning Partnership Trust was then formed in the Summer of 2012 with Middlefield and Winhills Primary Academies as the founding schools.

I am a National Leader of Education and Ofsted Inspector, as well a representative on the Cambridgeshire Primary Heads Association, a member of the Cambridgeshire School Improvement Board, and represent primary academies as the Chair of the Cambridge Primary Academies Forum.

As a National Leader of Education, I support schools and Trusts in developing a self-improving, school-led system which ultimately leads to equality of access to a greater education for all children.

However, first and foremost, I am a teacher. I still hold the beliefs that I had when I chose to enter the profession and every decision I make focuses on the impact on children and I’ve seen first-hand the success that can be achieved through school-to-school collaboration.

Our Trust began with the sole purpose of supporting some of the most challenged primary schools in England. Our focus then, and now, has been to ensure that our children have an education that meets their needs through schools and have the support and systems that enable them to achieve those goals.

We have successfully built a family of highly connected schools that learn from each other.

I wish you well with your application.

January 2022

Dear Applicant

Post: Caretaker

Thank you very much for viewing this recruitment pack. The Trust are committed to providing a high quality education so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust is also committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and the Diamond Learning Partnership Trust. We hope that the following information is of help to you in deciding whether to apply for this role. If you are unclear about any aspect of the application procedure, please do not hesitate to contact the HR team at HR@diamondlearningtrust.com, or by telephone 01480 277501.

Applications for all posts will only be accepted on an application form (lone CV's are not accepted and will not be considered). The Diamond Learning Partnership Trust application form is located on our website.

Please return all completed applications by midday on 28th January 2022 to HR@diamondlearningtrust.com The interview date will be emailed to those shortlisted.

Any response will be by email; therefore, please ensure that you include your contact email address together with an email address for referees where possible. To save on administration costs we do not ordinarily confirm receipt of applications.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

I wish you all the best with your application.

Yours sincerely

Ms Amanda Lane
Head of HR

Caretaker Vacancy

Duration of Post Start	Permanent ASAP
Work Commitment	Term Time - Monday to Friday 10 hours per week 4.00pm to 6pm. Plus some cleaning to take place in the school holidays at the discretion of the headteacher
Salary Range	SCP 3, FTE £18,562 gross per annum
Closing date	Midday 28 January 2022
Interviews	to be advised

We are looking to appoint Caretaker to join Great Staughton Primary Academy.

We are looking for someone who will be able to deal with call outs to the school, and general handyman tasks.

The ideal candidate will:

- Be honest, reliable and hardworking.
- Be able to work on their own using their own initiative
- Be able to prioritise.
- Be able to work in a team.
- Have good DIY and premises skills and be able to carry out minor repairs and jobs competently.
- Be flexible and cheerful and enjoy working with children, parents and staff.
- Basic IT and literacy skills

We can offer:

- A happy school with happy children.
- A friendly and supportive staff team.
- Flexible hours.

The Diamond Learning Partnership Trust is a charitable multi-academy trust. We are building a thriving community of schools that succeed on behalf of their children. **The Family of Academies** within the Trust currently incorporates two hubs; St Neots and The Fenlands.

The St Neots hub has nine academies; Middlefield, Winhills, The Round House, Wintringham Great Staughton, Kimbolton, Roman Way, Braybrook and King James Academy. The Fenlands hub has five academies; Thomas Eaton, Glebelands, Leverington, Murrow and Gorefield. As such, joining our MAT means joining an organisation with an array of career opportunities that span fourteen different locations.

Application forms can be downloaded from the Great Staughton Primary Academy website; www.greatstaughton.cambs.sch.uk

Completed Application forms along with a covering letter should be sent to HR@diamondlearningtrust.com or posted to:

HR Department
The Diamond Learning Partnership Trust
C/o Winhills Primary Academy
Off Duck Lane,
St Neots
Cambridgeshire
PE19 2DX



Additional benefits

Benefits:

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Auto-enrolment into a contributory pension scheme (TPS for teachers and LGPS for support staff)
- Free on-site parking
- CPD through internal and external providers
- Salary sacrifice schemes such as Cycle to Work
- Access to Occupational Health
- Eyecare vouchers scheme

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

CARETAKER: JOB DESCRIPTION

Line of responsibility:

The School Caretaker will be directly responsible to the Head of School. The post holder will work largely on his/her initiative subject to the general and specific direction of the Head of School and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate.)

Job purpose:

- To provide a clean and safe environment for users of the school buildings and grounds.
- To carry out caretaking and a wide range of site maintenance duties.
- To open and close the school buildings for the letting of school premises on an evening and weekend rota.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of School.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Key Accountabilities:

- To ensure that the buildings and school site are secure, particularly out of school hours, and to attend rapid response call-outs as required.
- To undertake basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently.
- To arrange facilities for hirers as specified.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To report serious hazards to the Head of School and Facilities Manager immediately.
- To assist in the monitoring of goods inwards and deliver to departments.
- To help to maintain the school grounds to ensure they are fit for purpose.
- To carry out any other duties as may from time to time be required by the Facilities Manager.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- To keep a diary of events and contractor visits and scheduling routine maintenance.

CORE DUTIES

1. Security

Carry out the security procedures required, including opening and closing for routine and non-routine uses.

- Opening and closing, unlocking and locking of school gates and buildings (see notes).
- Open and close the school for evening use at times arranged by the Head of School.
- Un-setting and setting of school alarm system.
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hour's intruder alarm activation.
- Register as main Key Holder and be the first point of contact in an emergency callout situation. Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or similar emergencies.
- Overall security of the school premises including the locking of all windows and doors and the drawing of window blinds.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

Notes:

- am Switching off security alarm
 Unlocking of gates and entrance doors and checking as far as is practicable that the premises have not been disturbed. Switching on/off lights a might be required.
 Opening of windows as might be required
- pm Walking around premises, physically checking that windows are closed, lights switched off and internal doors locked as might be required. Locking of external doors and gates, setting of security alarm. Checking no one is left in the building.

2. Heating of Building and Hot Water systems

- Operate heating plant so that the required temperatures are maintained and an adequate supply of hot water is available.
- Carry out frost protection procedures. Ensure that adequate supplies of fuel and monitor energy conservation.
- The switching off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively.
- Read Gas, Electric and Water meters as required.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.

3. Maintenance of Building and Equipment

- Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds, etc.
- Replacement of light bulbs and tubes.
- Ensure that caretaking (and where applicable, cleaning) equipment is in safe and in proper working condition.
- Carry out first line repairs which are not beyond the scope of an unskilled handyman.
- Daily check of roofs for pooling, loose tiles, plant growth etc.
- Ensuring that all drains and gullies are free-flowing and clean. Cleaning blockages should these occur.
- Clean roller shutters, soffits, bargeboards and external lights.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Drawing the attention of the school's property advisers, and the Head of School, to any repairs or maintenance work which is beyond the competence and responsibility of the caretaking staff and maintaining the associated paper work.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.

Notes:

The Caretaker's activities are limited to situations where safe access can be obtained.

4. Outside Duties

- Ensuring that all hard areas and paths are free from litter and excessive accumulation of dirt or rubbish.
- Emptying of letter baskets or bins.
- Disposal of all rubbish. Cleaning dustbin areas.
- Keep paths, entrances free of ice and snow to ensure the safety of students, parents, staff and visitors.

5. Supervision

- Carry out the duties required to supervise cleaning staff and to keep the appropriate records.
- Planning his /her work allocation and that for cleaners, subject to the requirements of the Head of School.

- Supervision of cleaning staff and monitoring of cleaning standards.
- Drawing the attention of the Head of School and cleaners any problems relating to the cleaning.
- Monitor the work of contractors working on site.
- Be responsible for ordering cleaning equipment.
- Noting, monitoring and reporting any defects in the school buildings to the Facilities Manager.
- Completion of site diary, work records and other paperwork as may be required.

6. General Duties

- Returning to school between shifts if required.
- Overhaul of school Hall floor on an annual basis.
- Regular buffing of school Hall floor.
- Upkeep and general care of the school.
- Unlocking and re-locking bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately.
- Cleaning and tidying of the internal school building.
- Cleaning of internal glass, internal and external door glass and internal side of external windows.
- Cleaning of external windows at ground level.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- To empty internal communal rubbish bins daily and work with pupils on recycling initiatives.
- Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out.
- Emergency cleaning in the absence of cleaning staff during normal session time (including the lunch break) e.g., spillage of paint, children being sick etc.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate painting and redecoration.
- General portage duties and moving of furniture for example laying out and stacking of chairs, desks, tables etc.
- Preparing for school and after school activities, including community use, cleaning and cleaning up after these activities, within the normal working week.
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Preparation of Hall for functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level.
- Report any defects of building, furniture, fittings and equipment to the Facilities Manager
- Provide the services required by the Head of School.
- Attending to such duties appertaining to the premises as may occur from time to time.

Notes:

Ensure that those areas of the school environment within the scope of the caretaker's duties conform to the Health and Safety at Work Act, 1974, and the Fire Regulations.

7. Emergency Situations

- Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

8. Lettings

- **Lettings/Community Use: Provide services as required by the Head of School, during the normal working day or beyond in accordance with the current Provincial Agreements.**
- **Weekend Duties: It is anticipated that caretaking services associated with week-end use of the school will be required. Subject to local agreement, it is expected that caretakers may be asked to provide these services for a reasonable number of such functions. Payment at the appropriate rate will apply.**
- **Lettings do not include regular openings, or openings during normal working hours. They do not include school functions, i.e. parents evenings, performances, governors meetings, etc. which are paid as overtime if they are outside of the site manager's normal hours. Callouts are paid as overtime, unless as a result of site manager negligence.**

9. Cleaning Duties

Cleaning duties allocated to caretaking staff must be performed in accordance with the school cleaning specification.

10. Lone Working

The post holder is to observe the recommendations by DLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Head of School as soon as possible.

11. Training

Caretakers need to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



KEY INFORMATION SHEET

For Caretaker Great Staughton Primary Academy

This sheet sets out the key information for any candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it as directed no later than midday on the closing date. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Please note that the school/Trust reserve the right to interview and appoint prior to the closing date.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to an interview with a selection panel and other assessment tests dependent on the role (e.g. lesson observation for teaching roles, practical tests etc.)

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified as soon as possible.

The Trust HR department will only contact shortlisted applicants and therefore if you have not received any communication from them within 4 weeks of the closing date your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Please ensure that you have given consent for your referees to provide a reference to avoid delays.

Please be aware that we reserve the right to review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date:

Interviews will be held at the school for which the role will be located. The Trust does not reimburse candidates for interview expenses.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact the Trust HR department (details can be found on the advert and website).

Key Information for candidates regarding terms and conditions

Hours per week: 10

Working weeks per year: 38 Plus hours to worked through school holiday closure periods

Holiday entitlement: 23 days

Full time posts

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy and employment contract.

Pay

This post is paid on Pay Band SCP 3, a pro rata salary of £4,623.00. The full time pay range for This figure includes the holiday pay entitlement for someone with less than 5 years' service. If you have continuous service for over 5 years the holiday pay entitlement will be in addition. Employees are paid monthly in twelve equal months per year.

Probation

All individuals new to employment with the Trust will be required to satisfactorily complete a six-month probationary period.

Recruitment and Selection Policy Statement

1. Diamond Learning Partnership Trust (the Trust) is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance for those with different faiths and beliefs.

The Trust expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all staff is conducted in a manner that is efficient, effective and promotes equality of opportunity.

Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the role. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required, where applicable, to the role and setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching (if applicable)
 - verification of medical fitness for the role
 - verification of qualifications and professional status where required e.g. QTS
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period (if applicable to the role)
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school (if applicable to the role)
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted (if applicable to the school applying for)

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision we will disregard any filtered convictions/cautions/reprimands which are disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS National update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS National update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit at a school (unless a waiver can be obtained from Ofsted).
employment

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g., was it a caution or a conviction;
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern;
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then;
- The country where the offence/caution occurred;
- Whether the individual shows or has shown genuine remorse;
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. We process personal data collected during the recruitment process in accordance with our data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Safer Recruitment Procedure is available via our website

PRIVACY STATEMENT

This Privacy Notice explains how we collect, store and use personal data about all applicants (including employed and voluntary).

For the purposes of Data Protection legislation, The Diamond Learning Partnership Trust is the Data Controller and responsible for the personal data collected about you. Personal data is information about you from which you can be identified.

Under Data Protection law, individuals have a right to be informed about how The Diamond Learning Partnership Trust, Andrew Road, Eynesbury, St. Neots, Cambs, PE19 2QE, uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

Successful candidates should refer to our privacy notice for the **School Workforce** for information about how their personal data is collected, stored and used during their period of employment.

The categories of information disclosed during the recruitment process that we process include (but not restricted to):

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number, address history and proof of identity)
- Education, qualifications and professional achievements
- Special characteristic information (such as gender, age, ethnic group) and disability information
- Employment records including work history, job titles, training records and professional memberships
- Disciplinary related matters
- Information about you from a previous employer or an educational establishment which you have previously attended
- Job performance including career progression
- Right to work documentation

Why we collect and use this information

This information is essential for the Trust's operational use and to aid the recruitment process. The majority provided to us is mandatory, although some is requested on a voluntary basis. In order to comply with General Data Protection Regulations (GDPR), we will inform you, at the point of collection, whether you are required to provide certain information to us or whether you have a choice.

We use this data to:

- Fulfil our duty of care towards our staff
- Facilitate safe recruitment
- Enable ethnicity and disability monitoring
- Inform the development of recruitment and retention policies
- Ensure that appropriate access arrangements can be provided for candidates that require them

Under the GDPR, Article 6, the legal basis we rely on for processing personal information is to fulfil contractual obligations and other legitimate interests. These are:

- **Consent:** an individual has given clear consent to process their personal data for a specific purpose

- **Contract:** necessary for a contract with an individual or specific steps required before entering into a contract
- **Legal obligation:** necessary to comply with the law
- **Public task:** necessary to perform tasks that the school/Trust is required to perform as part of their statutory function
- **Vital interests:** to keep children safe and protect your vital interests or someone else's
- **Legitimate interest:** necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data. The school/Trust relies on legitimate interest for most of the processing of your data. Specifically, the school/Trust has a legitimate interest in:
 - looking after your welfare and development and the welfare and development of others;
 - safeguarding pupils;
 - staff recruitment;
 - management planning and forecasting, research and analysis, including that imposed or provided for by law (such as diversity);
 - financial transactions or reporting;
 - to give and receive information and references about past, current and prospective staff;
 - to monitor (as appropriate) use of the school/Trust IT and communications systems, and for security purposes;
 - to carry out, or co-operate with, complaints, disciplinary or investigation processes;
 - to facilitate the efficient operation of the school/Trust;
 - to obtain appropriate professional advice and insurance for the school; and
 - ensure all relevant legal obligations of the school/Trust are complied with

In addition, under Article 9 of the GDPR, we will, on occasion, need to process special category personal data concerning health, racial or ethnic origin, political opinions, religion, sexual orientation or criminal record information, in accordance with rights or duties imposed by law. We rely upon reasons of substantial public interest (equality of opportunity and treatment to protect the vital interest of any person where that person cannot give consent, legal claims or medical treatment).

How we store this data

We hold data securely for the set amount of time shown in our data retention schedule and only for as long as we have a legitimate and lawful reason to retain it. Personal information that is no longer needed is disposed of securely. We will shred or incinerate paper-based records and overwrite electronic files. We may use an outside company to safely dispose of these records.

Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Government authorities (e.g., the Department of Education (DfE), HMRC, and local authority)
- Service providers (e.g., HR team members, Occupational Health)
- Disclosure and Barring Service (DBS)
- Teachers Regulation Agency
- Ofsted
- Professional advisers and consultants
- Employment and recruitment agencies

We will share personal information with law enforcement or other authorities if required by law.

Personal data collected by use will, for the most part remain within the school/Trust, and be processed by appropriate individuals in accordance with access protocols. Particularly strict access applies in the context of medical and safeguarding records.

All schools are under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it.

Some of the Trust's processing activity is carried out on its behalf by third parties. This is subject to contractual assurances that personal data is kept securely and in accordance with the Trust's specific direction.

Your data will not be transferred outside of the European Economic Area.

Your rights

Requesting access to your personal data

Under data protection legislation, you have the right to access the information about you that we hold. To make a request to see your personal information you will need to make a 'subject access request'. If you would like to make a request, please contact HR@diamondlearningtrust.com

You also have a right to:

- Object to the processing of personal data that it likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decision being taken by automated means
- In certain circumstance, have inaccurate personal data rectified, blocked, erased or destroyed

Depending on the reason for using your information, you may also be entitled to:

- Have your information transferred electronically to yourself or to another organisation
- Object to decision being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. Please contact HR@diamondlearningtrust.com.

You can also contact our Data Protection Officer, The ICT Service

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can contact the Information Commissioner's Office via <https://ico.org.uk/concerns/> or call 0303 123 1113, write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This notice is based on the [Department for Education's model privacy notice](#) for Job Applicants, amended to reflect the way we use data in this school.