



**MANOR  
ACADEMY**

## **CANDIDATE PACK**



# WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Thank you for your interest in joining The Two Counties Trust.

We are a Multi Academy Trust with ten secondary schools educating students across Nottinghamshire and Derbyshire.

Our central office is based in Ashfield where a team of talented professionals support our schools.

This is an exciting time to join our Trust and our future is bright with more and more families choosing to send their children to a Two Counties Trust school.

A key focus for our Trust is to continue to develop a compelling learning culture for all our students and ensure that we are planning and delivering a high value curriculum.

We also continue to invest in our people, buildings and infrastructure to ensure our team are developed and rewarded, and to enable everyone to enjoy a professional working and learning environment.

I am passionate about serving our local communities and our mission is to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

I have a clear vision for the Trust and what we need to do to be even more successful going forward. We are ambitious for our students, our families and our employees, and our shared values of **Ambition**, **Teamwork** and **Honesty** are lived by everyone.

All of our employees play a key role in making our vision a reality, and this role is no exception.

I hope you find this candidate pack of interest and I look forward to receiving your application.

**WESLEY DAVIES,**  
**CHIEF EXECUTIVE OFFICER**



## WELCOME FROM THE HEADTEACHER

Firstly, thank you for your interest in applying for the post at Manor Academy. I am delighted that you wish to find out more about our Academy and I would like to give you a clear sense of our vision and priorities.

The Manor Academy is situated within the heart of the Mansfield Woodhouse community. The academy educates children from the ages of 11 to 18, we are proud to educate 1,250 students. In September 2016 the academy joined The Two Counties Trust.

At the Manor Academy we pride ourselves on developing our people. We want all of our staff to be enabled to thrive in their roles so they can provide excellent support to all of our children. Our core values run throughout our curriculum and make our academy a successful and enjoyable place of education.

**Ambition:** We maximise our potential through striving for excellence.

**Teamwork:** We give 100% effort, displaying kindness and humility for the benefit of all.

**Honesty:** We are respectfully open about our successes and areas for growth.

We have very low turnover of staff and pride ourselves on ensuring all staff have the opportunity professionally develop and to tap into high quality professional learning both external and that available in the Trust.



There is a lot to be proud of at Manor Academy, and the Governors along with all staff hold a common aim to work with students to ensure that the quality of provision and outcomes improves even further in the future. At Manor Academy, we are very proud of our reputation for the high standards of teaching, behaviour and academic achievement.

We have high expectations and encourage all students to meet them. All staff support the vision of the Manor Academy which is to ensure that all of our students develop their full range of talents and fulfil their academic potential regardless of their starting points.

The Manor Academy's partnerships with specialist organisations and schools gives our students countless opportunities for unique, life-enhancing experiences. Our partnership with The Royal Ballet School, for example, means that our students get access to workshops and classes led by specially trained ballet teachers.

The facilities at The Manor Academy are second to none; we have our own sports centre, a full-sized all-weather sports pitch, an outstanding cafe offering hot and cold food, a construction centre and an engineering workshop, a hair and beauty training salon and advanced ICT facilities.

The standard of teaching and of support is first class at Manor. Sustaining these standards is my top priority.

To develop and improve the academy further we need to recruit the best staff at every opportunity. We are looking for people who are committed to improving the life choices of Manor students and who can fit the caring, professional and ambitious profile of the staff already here.

If you haven't already, I would recommend that you visit the academy and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the academy and the post on offer.

Manor Academy is a great place to work. We look forward to receiving your application.

**ROB GLADWIN**  
**HEADTEACHER**



## WHO ARE WE?

The Manor Academy is based in Mansfield Woodhouse and has provision for students from age 11 to 18. Manor has high expectations encourages all students to meet them.

Manor Academy has:



**1,250**

students  
on roll



**130**

members  
of staff



**16**

has a post 16  
study programme



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2024:

"The school's values of ambition, teamwork and honesty are evident in the actions of staff and pupils."

"There are high aspirations of what all pupils, including those with special educational needs and/or disabilities (SEND), can achieve."

"The school's curriculum is ambitious. It is underpinned by the aim that all pupils will develop the knowledge and critical thinking skills they need to be successful during their time in school and beyond."

"There are high expectations of pupils' behaviour, and these expectations are increasing all the time."

## WHAT OUR STAFF HAVE SAID ABOUT MANOR ACADEMY:

"The Headteacher ensures that staff wellbeing is at the forefront of all strategic decision making."

"My faculty is very supportive, I never feel alone and always feel like someone is there to help me."

"The care of staff and genuine interest in their wellbeing is a strength."

"We talk of a "family first" approach and this absolutely resonates."

# MANOR ACADEMY IS PROUD TO BE A PART OF THE TWO COUNTIES TRUST

## OUR TRUST

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



**12,000**

We are the Trust of choice for over 12,000 students



**1,600**

The employer of choice for 1,600 employees.



## VISION

Enhancing life choices.

## MISSION

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

## FOCUS

Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

## VALUES



### Ambition

We maximise our potential through striving for excellence.



### Teamwork

We give 100% effort, displaying kindness and humility for the benefit of all.



### Honesty

We are respectfully open about our successes and areas for growth.

## STRATEGIC ANCHORS



Build a **compelling learning culture** built on strong professional relationships where all can achieve.



Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.



We put **people first** through high-quality professional learning and a culture of coaching.



Create a healthy organisation, free from politics and confusion through clarity following the **Empowered to Lead** operating model.

## WHY YOU SHOULD JOIN MANOR ACADEMY, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Manor Academy, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of happy, rewarded, and motivated employees and as such we have developed our HR and Professional Learning strategies to invest in people. We are fully committed to supporting your career and professional growth through a range of routes both within the school, externally, and across the Trust, offering extensive professional learning for all employees.

We have removed appraisal and appraisal related pay progression, recognising the limitations, and changed the focus from proving to improving through professional growth which is focused on individual ambitions, enabling everyone to get a little bit better all the time. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

We are committed to the welfare of our employees and alongside our own wellbeing and workload management arrangements we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced Employee Assistance Programme from day 1 of employment. This scheme helps you and your family to manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

There are also an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, diagnostic consultation and therapy

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.

# Assistant Operations Manager

<b>Grade and Salary</b>	Grade 5: £27,006 - £28,858 actual salary per annum (£31,537 - £33,699 FTE)
<b>Working pattern</b>	37 hours per week / 39 weeks per year (term time only plus INSET days)
<b>Contract term</b>	Permanent

## The School:

The Manor Academy has an excellent reputation for its high standards of teaching, student behaviour and academic achievement. Ofsted recognised the journey we have been on when grading us as a "good" school, citing that the quality of education has been transformed since the previous inspection.

## The role:

The Assistant Operations Manager role offers a varied workload with a broad range of responsibilities across the school. The successful candidate will play a key role in ensuring the efficient and professional delivery of reception services, office administration, and customer service. In addition, they will provide support to the Operations Manager and Headteacher contributing to the overall effective operation of the school.

## The person:

The successful candidate will be highly organised, have excellent verbal and written communication skills along with strong administrative and good line management skills. They will be flexible and able to both lead by example and delegate effectively. The successful candidate will be a team player but also decisive when required.

They will be able to demonstrate the ability to prioritise and deal with competing demands, keeping a focus on delivering excellent service to staff, families and visitors alike.

## Why join us?

There are many reasons to choose The Two Counties Trust as a great place to start or continue your career.

We recognise the importance of a happy, healthy, rewarded and well motivated workforce and as such we have developed our HR strategy to invest in our employees. We have removed appraisal and appraisal related pay progression, changing the focus from validation to professional growth and enabling all our employees to get better all the time.

We are fully committed to supporting your career and professional growth through a range of routes both within schools and across the Trust and we offer extensive professional learning opportunities for all employees.

## We offer:

- Highly competitive pay and pay progression opportunities.
- We do not operate appraisal or appraisal related pay progression. All employees participate in our Professional Learning Scheme which supports colleagues to develop their expertise and benefit from valuable professional learning.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.
- Opportunities to experience and share practice in our partner schools across the Trust.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.

- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

**Applications must arrive by: Midday on Wednesday 17 June 2026**

**Interviews will be held on: Friday 26 June 2026**

***It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.***

*We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.*

*In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates and a social media check will be required as a condition of employment.*

*We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.*



## JOB PROFILE

<b>Job title:</b>	Assistant Operations Manager
<b>Responsible to:</b>	Operations Manager
<b>Salary / Grade:</b>	Grade 5: £27,006 - £28,858 actual salary per annum (£31,537 - £33,699 FTE)
<b>Working hours / weeks:</b>	37 hours per week / 39 weeks per year (term time only plus INSET days)
<b>Core purpose:</b>	To provide administrative support to the Operations Manager and act as their deputy when required. To provide high-quality operational support and leadership to the administrative team, ensuring the effective day to day running of school operations, including communications and compliance, and maintaining continuity in the absence of the Operations Manager.

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

- Providing operational support to the Operations Manager and where appropriate the Senior Leadership Team (SLT) across a variety of academy operations to ensure the effective delivery of operational priorities across the organisation.
- Lead the coordination of parent forums and Family Heads meetings, ensuring effective organisation, clear communication, and timely distribution of agendas and minutes.
- Provide line management to the administrative team and Governance Professional, promoting high standards of delivery and continuous improvement.
- Lead oversight of the GDC process and documentation, ensuring robust governance and compliance.
- Responsible for accurate administration of Free School Meal information and limits.
- Managing and coordinating whole-school communications, including the production and distribution of the weekly staff bulletin, as well as broader internal and external messaging.
- Supporting the Operations Manager with effective file management, co-ordinating as directed and undertaking additional administrative duties as required.
- Undertaking all duties as a qualified First Aider in the school.
- To oversee the complaints procedure, ensuring its effective management of this procedure in line with policy and statutory requirements.
- To co-ordinate parental briefings and forums, ensuring clear, consistent, and timely communication with parents, facilitating engagement, addressing queries, and promoting a positive relationship between the school and its parent community
- Overseeing and maintaining the school calendar, enrichment calendar, and room bookings to proactively identify and resolve conflicts.

- Supporting key operational functions, including Educational Visits coordination, work experience and employability programmes.
- Providing support to the Operations Manager with the coordination of recruitment and interview events, including HR liaison and correspondence.
- Providing administrative support to the Operations Manager, including absence data management, MIS input during peak periods, and general operational support.
- Deputising for the Operations Manager during periods of absence to ensure continuity of service and leadership oversight.
- Providing contingency support for critical roles, including Exams Officer duties during key periods such as, cover provision in school.
- Supporting the Operational Manager with administrative elements of professional development, including TPLA and Professional Development Days.
- Overseeing the organisation, scheduling, documentation, and follow-up actions of meetings to ensure timely completion.
- Preparing high-quality documents, reports, presentations, and materials as required.
- Managing logistics such as travel arrangements, visitor coordination, and event organisation.
- Maintaining compliance records, including related party transactions, the gift register, and statutory website information in line with Trust requirements.
- Supporting delivery of school and Trust wide priorities, ensuring alignment with organisational goals and objectives.
- Managing workload effectively in a fast paced environment, ensuring deadlines are met while providing broader operational support.
- Providing flexible support across the Operations function, undertaking any additional duties as directed by the Operations Manager.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

**It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.**

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

Candidates for management positions will also require a satisfactory Section 128 check.

# PERSON SPECIFICATION

**Role: Assistant Operations Manager**

**E/D | A | I**

## Qualifications & Training

<b>1</b>	Educated to minimum Level 3 and hold Level 2 or equivalent in English and Maths.	E	✓	
<b>2</b>	Relevant Business Administration qualification.	D	✓	
<b>3</b>	First Aider qualification (willing to undertake if not already a holder).	E	✓	

## Experience

<b>4</b>	Experience of working in administrative capacity.	E	✓	✓
<b>5</b>	Experience of working in a school environment.	D	✓	✓
<b>6</b>	Experience of organising meetings, papers and minutes.	E	✓	✓
<b>7</b>	Experience of working for a range of people.	E	✓	✓
<b>8</b>	Previous experience in line management or team leadership.	D	✓	✓

## Knowledge & Understanding

<b>9</b>	An understanding of the mission and values of the Trust.	E	✓	✓
<b>10</b>	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
<b>11</b>	Understanding of KCSIE.	D	✓	✓
<b>12</b>	Understanding of school administration systems.	D	✓	✓

## Skills & Abilities

<b>13</b>	Ability to form and maintain appropriate professional boundaries with children.	E		✓
<b>14</b>	Able to communicate effectively with others at all levels.	E		✓
<b>15</b>	Able to work independently or as part of a team as required.	E		✓
<b>16</b>	Highly organised and able to manage a diverse workload.	E		✓
<b>17</b>	Clear written skills.	E	✓	
<b>18</b>	Strong IT skills.	E	✓	
<b>19</b>	Strong proof-reading skills.	E	✓	
<b>20</b>	Able to convey information clearly and appropriately in person.	E		✓
<b>21</b>	Able to deal with confidential information and maintain confidentiality.	E		✓

## Personal Attributes

<b>22</b>	Approachable, but able to form professional boundaries quickly.	E		✓
<b>23</b>	Be passionate about the school and the education of our students.	E		✓
<b>24</b>	Proactive and able to forward plan.	E		✓
<b>25</b>	Devises solutions rather than delivers problems.	E		✓
<b>26</b>	Attention to detail and tenacious in following actions through.	E		✓

27	Resourceful under pressure with the ability to prioritise workloads to meet agreed deadlines.	E		✓
<b>Other</b>				
28	A commitment to uphold and promote equality of opportunity.	E		✓

KEY

E Essential

D Desirable

A Assessed by Application Form

I Assessed by Interview

## HOW TO APPLY

MyNewTerm is our recruitment platform so please go to <https://mynewterm.com/trust/The-Two-Counties-Trust/16093> to apply for this role online.

If you do not wish to apply online you can request an application form from [HR@ttct.co.uk](mailto:HR@ttct.co.uk) to be returned via e-mail.

Please ensure that you set out in your application on no more than 2 sides of A4, why your experience and ambition is a good fit for the role of Assistant Operations Manager within Manor Academy.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via MyNewTerm. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

**Applications must arrive by: Midday on Wednesday 17 June 2026**

**Interviews will be held on: Friday 26 June 2026**

# TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

## **1. Always read the job profile**

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

## **2. Complete as much detail as possible**

We get many applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our selection decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

## **3. Make sure your supporting statement is well constructed**

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

## **4. Proofread your application before submission**

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

## **5. Be truthful**

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from your education history, as we will ask to see proof of qualifications.

## **6. References**

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher **must** be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

### **Equal Opportunities Monitoring**

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



# PRIVACY NOTICE

## 1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

## 2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Name, address and contact details, including email address and telephone number.
  - Copies of right to work documentation.
  - References.
  - Evidence of qualifications.
  - Information about your current role, level of remuneration, including benefit entitlements.
  - Employment records, including work history, job titles, training records and professional memberships.
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
  - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions.
  - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
  - Photographs and CCTV images captured in school.
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## 3. Why we use this data

- 3.1 The Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than for the recruitment exercise for which you have applied.

#### **4. How we use the data**

- 4.1 Your information may be shared within the Trust for the purposes of recruitment. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
- Your referees.
  - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
  - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
  - Where relevant and as required for some posts, the Teacher Regulation Authority checks.
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

#### **5. Use of Artificial Intelligence (AI)**

- 5.1 We may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:
- Enhancing learning experiences and personalising education
  - Automating routine administrative tasks
  - Supporting data analysis for school improvement
  - Monitoring safeguarding concerns and wellbeing indicators
- 5.2 Our AI systems are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.
- 5.3 AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.
- 5.4 A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

#### **6. Automated Decision Making and Profiling**

- 6.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **7. Collecting data**

- 7.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

#### **8. What if you do not provide personal data?**

- 8.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.

- 8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
- Local authorities.
  - Government departments or agencies.
  - Police forces, courts, tribunals.

## **9. How we store data**

- 9.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.
- 9.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.
- 9.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## **10. Transferring data internationally**

- 10.1 We do not share personal information internationally.

## **11. Your rights**

- 11.1 You have a right to access and obtain a copy of your data on request;  
You can:
- Require us to change incorrect or incomplete data.
  - Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
  - Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.
- 11.2 If you would like to exercise any of these rights, please contact the Trust.

## **12. Complaints**

- 12.1 We take any complaints about our collection and use of personal information seriously.
- 12.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 12.3 You can also contact the Data Protection Lead via [info@ttct.co.uk](mailto:info@ttct.co.uk)
- 12.4 If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below:
- 12.5 Report a concern online at <https://ico.org.uk/make-a-complaint/>  
Call 0303 123 1113  
Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **13. Contact us**

- 13.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via [info@ttct.co.uk](mailto:info@ttct.co.uk) marked for the attention of the Data Protection Lead.
- 13.2 The Data Protection Lead has day to day responsibility for Data Protection issues.

## **14. Review**

- 14.1 We will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.



**MANOR**  
ACADEMY

## CONTACT US

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