



**Manshead
CE Academy**



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Learning Support Assistant Main School

Recruitment Information Pack



**Manshead Church of England Academy
Dunstable Road
Caddington
Bedfordshire
LU1 4BB**

Aspire, Serve, Flourish



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Learning Support Assistant Main School

Recruitment Information Pack

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December 2025

Dear Colleague,

Thank you for your interest in the position of **Learning Support Assistant – Main School** at Manshead Church of England (CE) Academy. I hope you find the information to be both interesting and useful.

Manshead CE Academy is a rapidly improving academy with a distinct Christian ethos, providing high quality education for 1141 children from age 11 to 18. The academy has moved forward greatly since it converted to become a sponsored academy in May 2017. The staff, students, parents and local community are all very keen to move the academy forward to be the place of choice and to ensure outstanding outcomes for all groups of learners.

We are an active member of the Diocese of St Alban's Multi-Academy Trust and work closely with local primary schools to develop and share best practice.

This position requires an outstanding individual with drive, ambition and commitment. The person appointed must be able to work positively with a wide range of people in a variety of settings.

As we are unable to write to all unsuccessful applicants, if you do not hear from me again, may I thank you again for your interest and wish you every success with any other applications you may make. Due to time constraints, we are only able to provide feedback to applicants who reach the interview stage.

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

I look forward to receiving your application.

Yours sincerely,

Sophie Hall
Associate Vice Principal – Inclusion and SEND



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INTRODUCTION

At Manshead CE Academy, we have a strong, caring, Christian ethos and aim to provide learners with a high quality, broad and balanced curriculum; we place great emphasis on striving for personal success whatever the starting point for the individual. We are confident that whatever the abilities, talents and needs of the child, we will be able to support, encourage and challenge them to reach their potential.

Why choose Manshead CE Academy?

1. **Our vision** is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.
2. **Our core purpose** is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.
3. We are very proud of the **broad and balanced curriculum** we offer at Manshead CE Academy. We aim to ensure that each learner enjoys their time with us and that they each achieve success in every course they study from Year 7 to Year 13.
4. **Personal Development Education** (PDE) at Manshead CE Academy ensures that learners acquire the knowledge, understanding and skills they need to manage their lives now and in the future. As part of a whole-academy approach, PDE develops the qualities and attributes learners need to thrive as individuals, family members and members of society.
5. **Outcomes for learners** at Manshead CE Academy, continue to improve year on year. The progress achieved at Key Stage 3 has shown the academy move from the bottom 40% in those schools undertaking GL Assessment to the top 30%, within the Core subjects. GCSE results have also seen continuous improvement however last year's results were not validated due to Covid-19. The A Level results also show continuous improvement with the Sixth Form growing in size each year due to the success.

We are proud that our Academy is sponsored by the Diocese of St Albans Multi-Academy Trust. Following the principles used to establish Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust remains committed to providing a locally based high-quality education to meet the needs of their local community, whilst benefiting from a regional network of support.



THE ACADEMY'S VISION AND VALUES

Our Vision is to be an outstanding academy where there is a strong sense of pride and aspiration. We place importance on the development of the whole person; intellectually, physically, emotionally, socially and spiritually. Alongside effective pastoral support and strong Christian values, to develop an academy where a rich curriculum and stimulating approach to teaching and learning will secure achievement and success for all.

Our Mission is to create an environment built on positive engagement, self-discovery, leadership, passion for learning and the acquisition of effective skills for life. To provide an education based on students' individual needs, building self-esteem and motivation, rewarding progress, providing a wide range of opportunities and engendering a genuine love of learning.

Our Commitment is to empower all members of the academy to progress their understanding and knowledge in the classroom and beyond, so they can make a positive contribution, experience success and live happy, healthy, fulfilled lives. We will work together with parents, governors and the wider community to meet the needs of our students. We will act with professionalism in all we do and expect the students to demonstrate empathy, respect and acceptance for themselves and others.

Our ethos is based on mutual respect and working together. We will provide a nurturing, supportive and caring learning environment where all experience healthy relationships based on equality, confidence, compassion, integrity and respect for self and others.

Our core purpose is to provide students with a high-quality learning experience, in a caring and supportive learning environment, underpinned by strong Christian values. As a consequence, students are aspirational, resilient and respect the value of others.

Our core values:

Aspire Our students work hard towards their goals, even when it's challenging. Our students believe in themselves and take every opportunity offered to them to reach their potential.

Serve Our students help and support each other. Our students are proud of their school community and work together to create a welcoming, calm and kind environment for all to learn and flourish.

Flourish Our students know that they can always continue to grow and thrive. Our students approach their learning knowing that they can always improve and succeed with the right attitude and support.

In order to unite in a shared vision of high-quality education for all, safeguard emotional and physical wellbeing, and to promote the very best in effort and resilience without compromise whilst realising the highest academic achievement and progress, we have established our vision and values on the Christian principles that: –



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- That every person is made in the image of God.
- Every person is valued as a unique individual and their voice counts.
- That God is a God of order.
- That the Bible demonstrates the need for law, love and compassion.

THE SPONSOR

The Diocese of St Alban's Multi-Academy Trust (DSAMAT)

History

The Diocese of St Albans Multi-Academy Trust is a Church of England Trust established in September 2016 primarily for Church of England schools in the Diocese of St Albans, which consists of the Local Authority areas of Hertfordshire, Bedford Borough, Central Bedfordshire, Luton, parts of the London Borough of Barnet and two parishes in Buckinghamshire. It is passionate about creating and maintaining Church of England Academies that serve their local communities through the provision of a rich and diverse curriculum underpinned by Christian Values.

The Trust today

The Trust admitted its first Academies, Churchfield CE Academy, Thomas Whitehead CE Academy and Manshead CE Academy, between 1st March and 1st May 2017. Caldecote CE Academy, Kensworth CE Academy, Northville CE Academy, Ravensden CE Primary Academy, Roxton CE Academy, St. James CE VA Primary, Studham Village CE Academy, Wenlock CE Academy, Totterhoe CE Academy and Ursula Taylor CE Academy are all now part of the Trust.

As a Church of England Multi-Academy Trust our commitment to a locally based education is delivered through an approach consistent with the faith and practice of the Church of England. The Trust is committed to providing a locally based high quality education that enables schools to meet the needs of their local community, whilst benefitting from a regional network of support. Academies that are part of the Trust retain their name, school uniform, local customs and through the Academy Council will promote local engagement in school life.

As part of the Diocese of St Albans educational provision academies within DSAMAT are called to live God's love by being distinctively Christian, community focused and by serving the common good. All academies in the Trust seek to deliver the curriculum within a programme of Christian values and virtues in an overarching ethos that sees each individual child as being of worth and having the capacity to grow into a fully rounded person.

Future Development

The Diocese of St Albans Multi-Academy Trust has a vision to grow steadily over the next 10 years until it is working with up to 40 Church of England academies. These will be located in two regional hubs (Bedfordshire and Hertfordshire) of approximately 20 schools each. As the Trust grows and develops regional hub boards will assume responsibility for the day-to-day running of academies leaving the Trust Board to focus



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on the strategic growth of the Trust.

Further details about the work of the Diocese of St Alban's Multi-academy Trust, including academies it currently sponsors, can be found at <http://stalbandsmat.co.uk/>

THE APPLICATION PROCESS

Application forms can be completed online via My New Term www.mynewterm.com or via the link to My New Term on our website www.mansheadschoo.co.uk.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information, please contact Vicky Sharp, PA to the Headteacher on 01582 679400.



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**Learning Support Assistant
Main School**

30 Hours per week Term Time only, plus 5 training days

Required for January, 2026

Hours of work 8:30am to 3:30pm

Annual Salary - 3c (Points 6 to 9)

With pro rata salary starting at £17,943 per annum (£13.47 per hour)

We are seeking to appoint an enthusiastic and caring Learning Support Assistant with good literacy and numeracy skills to work as part of our Special Educational Needs and Disabilities (SEND) Team. The successful candidates will provide support for our SEND students across the school and also support with the delivery of interventions.

You will need:

- Motivation and a determination to make a difference
- Good interpersonal and organisational skills
- A caring, supportive attitude

For more information on this role, and to download an application pack to apply, visit our website: <https://mansheadschoo.co.uk/vacancies/> where you will be redirected to My New Term to make your application.

To find out more about Manshead CE Academy, visits are positively encouraged in order meet our students, staff and the Headteacher. For further information or to arrange a visit, please contact Vicky Sharp, PA to the Headteacher, on 01582 679400 or email sharpv@mansheadschoo.co.uk

Please note that his post is subject to enhanced disclosure.

**Closing date: 9:00am Monday 15th December 2025 with
interviews scheduled for Wednesday 17th
or Thursday 18th December, 2025**

'The Academy is committed to safeguarding and promoting the welfare of children 'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.'

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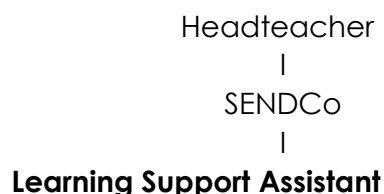
JOB DESCRIPTION

| | |
|------------------------|--|
| TITLE: | Learning Support Assistant |
| SCHOOL: | Manshead Church of England Academy – part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT) |
| RESPONSIBLE TO: | SENDCo |
| GRADE: | 3c (points 6 to 9) |

PURPOSE OF POST:

To work as part of Special Educational Needs and Disabilities (SEND) Team supporting and including students in the Autism Provision as well as supporting them in mainstream classes, in particular those who are included on the Student Inclusion Profile and / or with an Educational Health and Care Plan (EHCP). Work will be carried out predominantly in the Autism Provision. To work with students and staff in a manner that is consistent with DSAMAT Policy and best practice to meet statutory requirements and agreed service standards. Support the vision, aims and ethos of the academy. Due to its confidential nature, the post-holder requires diplomacy and sensitivity, as well as dedication and a highly efficient, organised and responsible approach.

ORGANISATION CHART:



Responsibilities to Students:

1. Under the direction of the SENDCo:
 - To assist in the educational and social development of students, under the direction and guidance of the SENDCo and subject teachers.
 - To develop an understanding of the special educational needs of the students concerned.
 - To build and maintain successful relationships with students, treat them consistently, with respect and consideration.



- To raise student confidence and enhance self-esteem.
- To take into account the needs of the student, ensuring their access to the lesson and its content, through appropriate clarification, explanations, equipment and material.
- To reinforce learning and promote independent learning.
- To encourage students to maintain focus and motivation, resulting in students achieving their potential.
- To assist students with physical needs where applicable.

Responsibilities relating to Teaching and Learning within the Academy:

2. Under the direction of the SENDCo, Inclusion Manager or subject teacher:
 - To liaise with relevant subject teachers regarding the most effective way to support students within the class.
 - To work together with the subject teacher to ensure the correct differentiation is in place for the student.
 - To provide regular feedback in relation to progress and achievement of students to the subject teacher / SENDCo.
 - To work on differentiated activities with identified groups.
 - To support the subject teacher in implementing specific teaching programmes.
 - To be involved in keeping records and evaluating identified students' progress.
 - To work with the SENDCo, teachers, parents / carers and outside agencies, when appropriate, in order to enhance student learning.
 - To work with other professionals, such as speech therapists and occupational therapists, as necessary.

Responsibilities relating to the Academy:

3.
 - To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
 - To identify personal training needs and to attend appropriate internal and external in-service training.



- To support the common purpose, shared values and aims of the academy and support implementation of academy policies and procedures.
- To support with supervision at break and lunchtime.
- To undertake other support or office tasks when there are no allocated cover duties.
- To set a good example in terms of dress, punctuality and attendance.

Responsibilities for all Academy Staff:

4. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding responsibilities of all staff:

To behave at all times in a manner consistent with the academy's commitment to uphold the highest standards in safeguarding and promoting the welfare of children.

- To complete all training and maintain any qualifications regarding safeguarding which the academy requires.
- To follow the academy's policies and procedures in respect of safeguarding.
- To understand and follow the guidance on how to report any safeguarding / welfare issues that come to your attention, and never to ignore any such issues.

Maintaining confidentiality responsibilities of all staff:

- To maintain the confidential nature of information relating to the academy, its students and parents / carers, acting in accordance with the GDPR Regulations at all times.
5. Supervision arrangements:
 - Yearly formal review of performance with the SENDCo.
 - Regular meetings for Learning Support Assistants' team
 - Regular observation of classroom support work by SENDCo, initially once per term.
 6. Variation upon job description – This job description sets out duties of the post as at present. Such duties may vary from time to time without changing the general



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character of the duties or the level of responsibilities entailed. Such variations cannot themselves justify a reconsideration of the grading of the post.

DIMENSIONS:

Supervisory Management:

None

Physical Resources:

Classroom and office equipment

Other:

Physical Effort:

The ability to meet the physical needs of some students will require good mobility, physical flexibility and physical strength.

Working Environment:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the Academy Trust

Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

All staff are expected to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](https://www.direct.gov.uk)

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Person Specification: Learning Support Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

| Attributes | Essential | How Measured | Desirable | How Measured |
|---------------------------|--|---|---|--------------|
| Experience | Minimum of six months' experience of working with children in an educational setting, within the last five years. | 1,2 | Two years' experience of working with children in a school environment. | 1,2 |
| Skills / Abilities | <p>Able to understand the educational needs of children.</p> <p>Able to contribute to the planning and development of educational activities.</p> <p>Ability to use ICT in a classroom setting.</p> <p>Able to converse with ease with visitors, colleagues, parents, students etc. and provide effective help or advice in accurate and fluent spoken English.</p> <p>Can work well, remain calm and controlled under pressure, managing conflicting demands and regular interruption.</p> <p>Able to develop constructive working relationships with all academy staff, whilst maintaining a high level of professionalism at all times.</p> | <p>1,2</p> <p>1,2</p> <p>1,2,5</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> | Knowledge of planning and development of educational activities. | 1,2 |



| | | | | |
|--------------------------------|---|---|--|--|
| | <p>Demonstrable organisational skills both of own work and that of others with the ability to meet conflicting demands.</p> <p>Ability to maintain accurate and detailed records.</p> <p>Have an understanding of procedures and legislation relating to confidentiality.</p> <p>Able to work on own initiative within DSAMAT policy and procedure.</p> | <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> | | |
| Aptitude and Motivation | <p>Supportive, firm but fair and engaging manner with students.</p> <p>Prepared to take ownership of issues and enforce standards with others.</p> <p>Able to work with minimal direct supervision.</p> <p>Able to work as part of, and contribute to, a whole-school multi-disciplinary team.</p> | <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> | | |
| Competencies | <p>Able to establish rapport and respectful and trusting relationships with adults and young people.</p> <p>Understanding of the importance of safeguarding of children and the importance of supporting child protection procedures.</p> | <p>1,2</p> <p>1,2</p> | | |
| Equality Issues | <p>Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.</p> | <p>1,2</p> | | |
| Physical | <p>Able to meet the physical needs of students.</p> | <p>1,2</p> | | |



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| Other Requirements | Willingness to adjust working arrangements to meet day-to-day service demands which may include attendance at meetings and other occasional events which may take place out of core working hours. | 1,2 | | |
| | Have an understanding of Health and Safety. | 1,2 | | |
| | Willingness to acquire First Aid Qualification. | 1,2 | Current First Aid Qualification. | ,2,4 |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that academy policies are reflected in all aspects of his / her work, in particular those relating to; 1. Equal Opportunities, 2. Health and Safety, 3. Data Protection Act (1984 and 1998) and GDPR (2018) 4. Code of Conduct

In addition to 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:

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

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'CVs will not be accepted for any posts based in schools'.



Academy Statistics

| | |
|------------------------------|--|
| Type of School | Sponsored Academy |
| Age Range | 11-18 |
| Location | Dunstable Road, Caddington, Bedfordshire, LU1 4BB. |
| Denomination | Church of England |
| Co-educational or single sex | Co-Educational |
| Number of students on roll: | 1,141 |
| Year 7 | 200 |
| Year 8 | 207 |
| Year 9 | 198 |
| Year 10 | 195 |
| Year 11 | 203 |
| Year 12 | 61 |
| Year 13 | 77 |
| Ofsted | Good - 15 th and 16 th September, 2021 |
| Date school established | May, 2017 |

Privacy Notice for Prospective Employees

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our academy.

We, The Diocese of St Albans Multi Academy Trust, Manshead CE Academy, Dunstable Road, Caddington, Luton, LU1 4BB, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via email dpo@stalbandsmat.co.uk

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

What categories of information are processed?

We process data relating to those applying to work at our Academy. For special category data, we also rely on the following conditions under Article 9 of the UK GDPR. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information e.g. name, contact details, National Insurance number



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- Characteristics information e.g. gender, age, ethnicity
- Disability and access requirements
- Recruitment information e.g. copies of right to work documentation, employment checks, references
- Evidence of qualifications

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- To inform the development of recruitment and retention policies
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

How do we collect this information?

We collect your personal information via the following methods

- Application forms
- Via My New Term Portal

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where:

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data



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Personal data we collect as part of the job application process is stored in line with our data protection policy

When it is no longer required, we will delete your information in accordance with our record retention schedule.

Data sharing

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:

- The Local Authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the academy holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress



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- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer via email dpo@stalbandsmat.co.uk