



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



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.

OUR SCHOOLS

Our family of schools consists of ten secondary schools located in the counties of Derbyshire and Nottinghamshire. All our schools share the same values and mission, to enhance the life choices of the students we are privileged to serve. Each school implements the agreed active ingredients of a Two Counties school but maintains a local and distinctive approach.



Allestree Woodlands School

Allestree Woodlands school is an oversubscribed, successful, 11-18 school with over 1,400 students. It is located on the northern edge of the city of Derby overlooking the Kedleston Hall National Trust estate. The school offers a broad curriculum at all key stages and has a thriving sixth form. The school's mission is underpinned by the CORE values of Courage, Optimism, Regard and Endeavour. Allestree Woodlands colleagues work as a great team, universally referring to the warmth and supportive nature of the school.



Ashfield School

Ashfield school has an outstanding reputation for delivering high quality teaching, pastoral care and wider curriculum opportunities to the families of Ashfield. Based in Kirkby in Ashfield, the school provides secondary education for 2,600 students in the age range 11-18. The collective aim of all who work at Ashfield School is to transform the lives of young people, inspiring each individual to fulfil their full potential.



Frederick Gent School

Frederick Gent school has a commitment to a quality curriculum which is delivered with care to instil an expectation of success and a compulsion to learn. A fundamental value at the school is 'care'. The school expects all of the school community to care about themselves by committing to and investing in their own growth and development. There is an expectation that the caring ethos extends beyond the immediate school community to local, national and even international issues, something that is regularly represented by the charitable work done by staff and students at the school.



Friesland School

Friesland has a strong track record of high-quality teaching; with experienced, committed staff delivering challenging and innovative lessons. Teachers are expert subject specialists and work continuously with colleagues to plan and deliver inspirational lessons. Friesland School develops confident learners who are active participants in their education, learning not only key knowledge and content but also the skills to become mature, creative young people who go on to lead safe, healthy and fulfilling lives.



Heritage High School

Heritage High School is rooted in wanting the very best for its students. In a fast-moving world where nothing is certain, the school wants students to know that they will be supported and equipped to make good choices as they grow from children into young adults. Heritage offers high quality pastoral care and offers support to all students to ensure they feel safe and cared for, giving them the best chance of success in life. Heritage High School aims to help all of students to develop into caring young adults, aware of their place in the modern world and able to make a difference.



Manor Academy

Manor Academy aims to provide an educational experience which both challenges all students to be the best they can be academically, while developing them into responsible and caring members of their community. Highly trained staff are ambitious about providing a rich curriculum which will stimulate the whole child, developing students who are curious, motivated and excited about broadening their horizons both educationally and personally. The Manor Academy is an active participant in the life of the local community, building professional relationships and strong links with families, feeder schools and other local educational organisations.



Selston High School

Selston High School is proud of its reputation locally as a safe, caring school with high standards and expectations. The school aims for every student to achieve their full potential and enjoy the experience of attending Selston High School. The school understands the importance of examination success for students' future life chances and preparing young people to go out into the world as good citizens, with good mental health who can make a positive contribution to their communities and the future.



Springwell Community College

The College is proud of its reputation as a safe, caring and welcoming place to study. Every student is known and supported through their five years at the college. The college was completely rebuilt in 2011 and the first-class facilities provide a modern, business-like learning environment. Specialist facilities include high specification science laboratories, high-tech Design and Technology workshops, an industry standard food technology facility and professional drama and dance studios.



Swanwick Hall School

Standing in 22 acres and steeped in history, serving the community for over 100 years, Swanwick Hall is brought to life by our students and dedicated staff. The school has high expectations for its students, creating an environment where they are ready to learn, excel in exams, and are prepared for life beyond school. Swanwick Hall School upholds the values of ambition, teamwork and honesty every day, using these values to shape the approach to education and guiding the experiences of over 1,100 11-18 students.



Wilthorpe School

Wilthorpe is a community that prizes learning highly. We celebrate academic progress and attainment. We are proud of our strong, stable team of expert teachers and support staff, who are our most valuable resource as a school. There is an uncompromising focus on results and high expectations of students in order to excel, young people need a firm foundation of positive relationships: with self, others and with the wider world. One student recently described the school as "a second family, another home pretty much". Our staff are unapologetically strict, but also warm and approachable; our aim is to provide a secure environment for students, where they are known and supported as individuals and can flourish.



WHY YOU SHOULD JOIN 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 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 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 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, optical care, diagnostic consultation, and therapy plus a voluntary Private Medical Insurance scheme.

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.



Executive and TPLA Administrator

Grade and Salary	Grade 3. £26,403 - £28,142 FTE £23,769 - £25,335 Pro rata, actual salary
Working pattern	37 hours / 41 weeks per year
Contract term	Permanent

The role

This is an exciting time to be joining our Multi Academy Trust. We operate from a Head Office based in Ashfield School with ten schools in Derby, Derbyshire and Nottinghamshire along the M1 corridor and we are now looking for an ambitious administrator to join our growing team.

Your role will be to provide efficient administration support to the Executive team and The Professional Learning Academy.

This role involves providing comprehensive administrative and organisational support to the Executive Team and The Professional Learning Academy, including managing diaries, arranging meetings and events, and preparing high-quality documentation and correspondence. It requires maintaining accurate records and systems, handling confidential information, and ensuring the smooth day-to-day running of the central office, including supplies, post, and front-of-house activities.

As Administrator for The Professional Learning Academy, it involves ensuring accurate record-keeping for speakers and contributors, processing invoices, and coordinating courses and events from planning through to delivery. It includes managing event logistics, overseeing conference centre bookings and facilities, and handling communications through a shared inbox. The position also involves issuing certificates and tokens of appreciation, maintaining stock levels, and supporting meetings by distributing agendas and recording outcomes, while working collaboratively with colleagues to ensure events and training activities are delivered efficiently and professionally.

A key aspect of the role is managing competing priorities with flexibility, using Microsoft Office effectively, while contributing to the successful delivery of trust-wide events and organisational initiatives.

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 08 June 2026

Interviews will be held on: Tuesday 16 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

Job title:	Executive and TPLA Administrator
Responsible to:	TPLA Manager and Executive Assistant
Salary / Grade:	Grade 3, £26,403 - £28,142 FTE PA £23,769 - £25,335 Pro rata
Working hours / weeks:	37hours per week, 41 weeks working (Term time plus 2 weeks)
Core purpose	To provide efficient administrative support to the Executive Team and The Professional Learning Academy.

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.

Executive Support Key responsibilities:

- Provide high-quality administrative support to the Executive Team under the direction of the Executive Assistant.
- Assist with the coordination of executive diaries, meetings, papers, agendas, venues, refreshments, and follow-up actions.
- Prepare documentation packs to a high professional standard in line with Executive Team requirements.
- Draft correspondence in line with Executive Team requirements.
- Support the organisation and delivery of executive and trust-wide events, ensuring all logistics are managed effectively.
- Maintain accurate records, databases, and filing systems, handling confidential and sensitive information.
- Process purchase requisitions, bookings, and other administrative transactions in line with organisational procedures.
- Provide responsive office support, including managing calls, visitors, post, supplies, and general front-of-house activity.
- Liaise professionally with internal and external stakeholders on behalf of the Executive Team and Executive Assistant.
- Prioritise competing demands, respond flexibly to changing needs, and ensure tasks are completed accurately and to deadlines.
- Use Microsoft Office and other systems confidently to support administration, reporting, and communication.
- Deputise for aspects of the Executive Assistant's work, where appropriate, within the boundaries of the role.

- Scheduling of the meetings outlined on the annual calendar.
- Support with the organisation and planning of Executive Team level annual events such as Trust Conference, Senior Leadership Conference, Staff Induction Event and Governor Event.
- Support with administrative requests such as printing and photocopying.
- Ensure the effective running of the central office by ordering stationery and managing stock levels, managing incoming and outgoing post, ordering kitchen sundries, ensuring the Boardroom is stocked and tidied each day.
- Brand documents in line with TTCT branding guidelines.
- Coordinate compliance training by liaising with The Professional Learning Academy, ensuring the right staff attend and complete required training, monitoring and recording completion, following up on non-compliance, and supporting staff as needed.

The Professional Learning Academy Key responsibilities:

- Maintain The Professional Learning Academy contact list, ensuring accurate and up-to-date records of speakers and contributors.
- Process speaker invoices promptly and ensure payments are made in line with financial procedures.
- Coordinate course and event administration, ensuring processes are managed efficiently from planning through to delivery.
- Manage practical arrangements for in-person events, including venues, resources, refreshments, and room set-up.
- Manage The Professional Learning Academy inbox and respond to queries in a timely and professional manner.
- Issue thank-you cards and TTCT speaker pens to contributors, maintaining accurate records of distribution.
- Issue certificates for course completions to colleagues, maintaining accurate records of distribution.
- Support with the management of the TTCT Conference Centre, including bookings, event requirements, and liaison with the Site Team to support the upkeep of the facility.
- Ensure kitchen sundries within the Conference Centre are maintained and fully stocked.
- Work with the National Institute of Teaching Lead to coordinate weekly photocopying, room set-up, and refreshments.
- Distribute agendas and communications to members of The Professional Learning Academy Steering Group, attend meetings and accurately record actions and decisions.

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: Executive and TPLA Administrator

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Qualifications & Training

1	Level 2 English and Maths.	E	✓	
2	Business administration qualification.	D	✓	

Experience

3	Previous administration experience.	E	✓	✓
4	Experience of data entry where accuracy is required.	E	✓	✓
5	Experience of working in a customer services role.	E	✓	✓
6	Extensive experience of using MS Office within an administration function.	E	✓	✓

Knowledge & Understanding

7	An understanding of the mission and values of the Trust.	E	✓	✓
8	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
9	An appreciation of the importance of accuracy and confidentiality in respect of work.	E		✓
10	Understands how the administrative function supports the efficient running of an office.	E		✓

Skills & Abilities

11	Ability to form and maintain appropriate professional boundaries with children.	E		✓
12	Good verbal communication skills, listens to people and speaks clearly and professionally.	E		✓
13	Effective customer service skills with a willingness to accommodate customers positively and communicate positive and negative messages effectively with others.	E		✓
14	Good written communication skills, writes clearly with good spelling and grammar.	E	✓	
15	Highly competent user of MS Office with an interest in learning new IT skills.	E	✓	✓
16	Fast and accurate data entry.	E		✓
17	Good personal organisation.	E		✓
18	Able to prioritise own workload and multi-task to complete work to deadlines.	E		✓
19	To be able to work in a fast paced environment and be reactive to tasks that need immediate attention.	E		✓
20	Able to confidently take instruction directly and ensure high standards are maintained.	E		✓

Personal Attributes

21	Helpful, positive, and collaborative.	E		✓
22	Able to support team members working on the same or related work objectives.	E		✓
23	Able to show initiative and willing to take decisions within the parameters of the role.	E		✓
24	Able to keep other relevant people updated on the progress of own work.	E		✓
22	Able to take responsibility for completing the task at hand to a high standard.	E		✓
23	Discreet and able to maintain confidentiality when working with sensitive information.	E		✓
24	Able to be professional and courteous in all communications and interactions with internal staff and external contacts.	E		✓
25	An advocate of The Two Counties Trust and remain professional in all situations affiliated to the Trust.	E		✓
Other				
26	A commitment to uphold and promote equality of opportunity.	E		✓

KEY

E
D

Essential
Desirable

A
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Assessed by Application Form
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 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 Executive and TPLA Administrator within The Two Counties Trust.

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 Monday 08 June 2026

Interviews will be held on Tuesday 16 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
- 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 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.



CONTACT US

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