



Inspire Education Trust

Together we achieve, individually we grow

# RECRUITMENT PACK

## Administration Assistant



**Clifford Bridge**  
Academy



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## WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

**Lois Whitehouse – CEO**

## DEPUTY CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

**Rob Darling – Deputy CEO**

## ABOUT THE ROLE

<b>Post Title</b>	Administration Assistant
<b>Salary Range</b>	Grade 2 £11,692 - £12,061 (FTE £24,413 - £25,185)
<b>Reporting to</b>	Headteacher
<b>Status</b>	Permanent, 20 hours per week, Term time plus 1 week
<b>Flexibility</b>	Job Flexibility

### **Job Purpose:**

To ensure the provision of an efficient and effective reception and clerical support service to the school, and its Leadership Team, ensuring confidentiality is maintained at all times.



### Main Duties and Responsibilities:

- To undertake clerical tasks on behalf of the Office Manager Leadership Team
- Provide a reception service for the school, acting as first point of contact for pupils, parents and visitors, dealing with enquiries as they arise and receiving visitors, ensuring that security procedures are adhered to, and Inventory is accessed correctly
- Make and receive internal and external telephone calls, filtering calls as necessary and taking messages as required.
- Updating and managing pupil records on Arbor as and when required.
- Contact parents (or emergency contact) to advise when their children are sick or injured.
- Maintain school stationery supplies and resources and check stock on delivery and store appropriately.
- Undertaking photocopying, laminating and emailing of information as and when required.

### Other Duties:

- Supporting parents with the payment of dinner money, trip money and purchases via Arbor, ensuring that procedures are followed.
- To perform first aid when required.
- Support and maintain the workload of the office team during colleague absences

### Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

### Other

- *Carries out any other duties as directed by the Office Manager that are within the scope, purpose and spirit of the role*
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate





## ABOUT CLIFFORD BRIDGE ACADEMY



**Clifford Bridge**  
Academy

### FACTS AT A GLANCE

**2-FORM ENTRY**

**NUMBER OF PUPILS: 450**

**NUMBER OF STAFF: 57**

**BASED IN: BINLEY, COVENTRY**

## WELCOME FROM HEADTEACHER



We are a vibrant and happy two-form entry school, with a two-year-old provision as well as a wraparound facility. We were graded as 'Good' by Ofsted in January 2025, with three of the five areas being graded as 'Outstanding'. The report stated, "Pupils at Clifford Bridge Academy love to learn and teachers expect the best...Pupils are a credit to the school and are excellent ambassadors. They are right to be proud of their school. Parents say that Clifford Bridge is a very special place."

As part of the Inspire Education Trust, we work in close partnership with Arley Primary Academy, Blue Coat C of E School, Fredrick Bird Academy, Hearsall Community Academy, Stockingford Academy, Walsgrave C of E Academy and Whittle Academy. The links between the schools are both stimulating and supportive, enabling us to share best practices through collaborative working.

You will find our Clifford Bridge family warm and welcoming as our children, parents, carers, staff, and friends of our school are at the heart of everything we do. We are passionate about every child reaching for the stars; shining brightly in their talents and





working hard to achieve their hopes and dreams. As their teachers, we promise to guide them on their journey and to always make decisions that have them at the core.

Our exciting, ambitious curriculum is relevant and memorable as we develop children's knowledge and skills across a broad and balanced range of subjects. Our academy values are the golden thread woven throughout all we do where we foster curiosity, integrity, joy, kindness, nurture, and resilience.

I encourage you to come and see Clifford Bridge Academy to help you get the 'feel' of our school so please get in touch.

**Madaleine Turner – Headteacher**

## OUR SCHOOL VALUES

### Nurture

When your seed is planted in our pot, we promise to give you everything that you need to grow. We don't know what you will grow into yet but we will notice and encourage your uniqueness. Our broad and balanced curriculum will provide the water that will quench your thirst for learning, our staff will provide the nutrients that you need to thrive and our warmth and care will turn your face towards the sunshine. We promise to nurture your passions and celebrate your growth, in your own space and time.



### Curiosity

Curiosity is the helicopter that takes our thoughts higher and higher. The view beneath us gets bigger and bigger with every question that we ask. Like the propellers, as our curiosity builds, new avenues open up for us to explore. At Clifford Bridge, we push boundaries; we believe that if you never try, you'll never know.



### Integrity

At Clifford Bridge, our decisions and behaviours start with integrity. This allows us to be brave enough to stand up for what we believe in and challenge ideas that fall outside of our own moral compass. Much like a house, all the windows at Clifford Bridge, big or small, are transparent and strong. Like a window to a bright future, our integrity drives everything that we do.







## Joy

Joy is at the heart of everything we do at Clifford Bridge. Like a warm fire in a cold room, joy is a focal point that radiates warmth and draws people near. Each flicker of pride that we feel for our own achievements and those of others, enables the fire to grow and burn brighter. We aspire to ignite joy in every pupil at Clifford Bridge; through exciting learning experiences, opportunities to excel and lots of fun.



## Kindness

Kindness is the base on which Clifford Bridge is built; it is the cement that binds our school's foundations and makes it solid as a rock. It is respect, care and above all, love. Every day we sprinkle kindness wherever we go.



## Resilience

We want to give everyone the best gift of all. We want to teach you to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning. That way you will have a lifelong way to build and repair your own confidence.



# MISSION AND ETHOS

## Vision

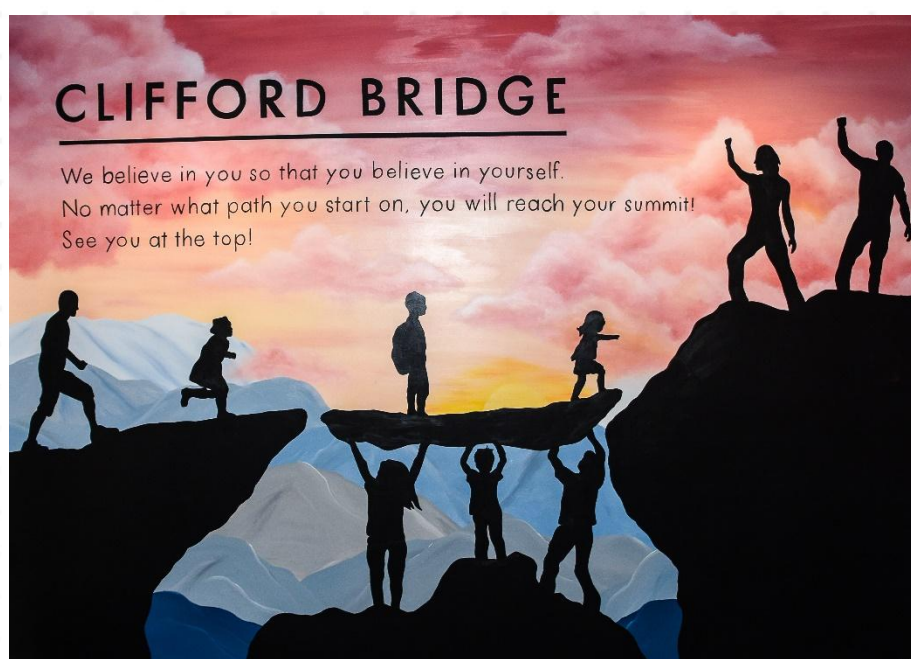
We believe in you so that you believe in yourself. No matter what path you start on, you will reach your summit. See you at the top.

## Mission

Create a culture which values each individual and prioritises knowing and understanding all members of the school community.

## Motto

See you at the top.







## HISTORY OF CLIFFORD BRIDGE

The roots of Clifford Bridge Academy trace back to 1972, marked by the appointment of Mr. Peter Asquith as the inaugural headteacher. A figure of multifaceted talents, Mr Asquith brought expertise as an antique arms connoisseur and a champion marksman, setting the tone for a school that prioritised academic growth and embraced diverse skills and interests.

During this period, the school's capacity accommodated 320 pupils, laying the groundwork for a community hub that would evolve over the years, establishing Clifford Bridge Academy as a cornerstone in Coventry's educational landscape.

In 1997, the school marked its 25th anniversary with the burial of a time capsule, encapsulating the spirit of that era. The recent 50th-anniversary fete in 2022, where this capsule was unearthed, bridged the gap between past and present, reconnecting the current generation with the artefacts of their predecessors.

Beyond academics, Clifford Bridge Academy has been a cornerstone of community life, emphasising enduring connections across generations. The Coventry Evening Telegraph coverage from 1972 highlights Mr Asquith's leadership, and as the school moved into the 21st century, it evolved while preserving core values.

As Clifford Bridge Academy looks toward the future, its commitment to a nurturing environment, built on a history of dedication and community engagement, remains steadfast. The school continues to be a dynamic force, shaping the minds of future generations and carrying forward a legacy of educational excellence.



Above: Mark Pittaway (SSO) who was a student when it was buried, revealing the contents of the time capsule with the Headteacher Madaleine Morgan & former headteacher Geoff Veasey who was in charge when the capsule was buried.





## WHAT MAKES CLIFFORD BRIDGE SPECIAL

Clifford Bridge recently carried out a parent survey and in which we discovered that **100% of parents would recommend Clifford Bridge Academy to other parents**, which is something we are immensely proud of.



Clifford Bridge is home to its own rock band, Take It To The Bridge, formed in 2014. Initially performing at school assemblies on Fridays to celebrate children's achievements, the band has evolved from simple 2-chord songs to playing popular tunes. They've showcased their talent at venues like The Belgrade Theatre Coventry, The Tin, The Coal Vaults, and The Royal Spa Centre, even embarking on a World Tour of Coventry, performing at 4 schools in a day.

Annual auditions in September attract over 80 children, taking place over four lunchtimes. Currently, the band comprises 2 drummers, 2 bassists, 2 pianists, 3 guitarists, and 5 singers. Members stay in Take It To The Bridge until leaving Clifford Bridge, fostering mentorship, and enhancing musical skills. Notably, ex-pupils often return to contribute, passing on their musical knowledge.

The band allows children to apply their musical skills in a real context and be part of something greater, showcasing the synergy of collective talent.

At Clifford Bridge, we also have children who have taken on additional responsibilities such as our Junior PCSOs (Police Community Support Officers). Their job is to ensure the safety of children and parents when coming into school. If people don't park responsibly then they get 'tickets' which our students have designed which tell them how to park safely and what they can and can't do.



We are also lucky enough to have pets in every phase of our learning, which encourages our children's learning needs, especially their communication, reading and observation skills.

We also have **Time for You** come into our school for our students regularly, and they offer support and counselling for young people. We are proud that we offer this to our children and that through this we get them to speak about their feelings and experiences and we normalise this openness and level of communication.





We are also blessed enough to have an active PTFA who often hosts fundraising activities for our school. Since they came together in September 2022, they have hosted discos, raffles, competitions, pre-loved sales, and summer fates. Our PTFA has the support of our community and local businesses who regularly support our events.



We also have Sky Blues in the Community, the official charity arm of Coventry City Football Club, as part of our school community. They increase the opportunities we can offer to our children to take part in a range of sports and physical activities. They improve health and wellbeing, promote education, learning and personal development and support inclusion amongst disadvantaged and underrepresented communities.



We are also committed to providing an extensive range of before and after-school clubs. These are supported by our wonderful staff and offer our students a variety of different hobbies and skills in a collective and inclusive environment. We currently offer 18 different after-school clubs a week and these clubs have great retention and engagement with our students.

## CLIFFORD BRIDGE ONLINE

Please see below the ways to connect with Clifford Bridge Academy online. We have so much great content on our website and our social media, which is where you can see what life at Clifford is really like.

[www.cliffordbridgeacademy.org](http://www.cliffordbridgeacademy.org)

### Facebook

[Facebook.com/cliffordbridgeacademy](https://www.facebook.com/cliffordbridgeacademy)

### Instagram

[instagram.com/cliffordbridgeacademy](https://www.instagram.com/cliffordbridgeacademy)

### X/ Twitter

[twitter.com/cliffordbridge](https://twitter.com/cliffordbridge)

### YouTube

[youtube.com/@cliffordbridgeacademy](https://www.youtube.com/@cliffordbridgeacademy)







## ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



### Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

#### Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)  
Blue Coat Church of England School & Music College, Stoke, Coventry (2020)  
Clifford Bridge Academy, Binley, Coventry (2015)  
Frederick Bird Primary School, Hillfields, Coventry (2024)  
Hearsall Community Academy, Earlsdon, Coventry (2017)  
Stockingford Academy, Nuneaton, Warwickshire (2019)  
Walsgrave Church of England Academy, Walsgrave, Coventry (2015)  
Whittle Academy, Walsgrave, Coventry (2015)

#### Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

*"Together we achieve, individually we grow"*



### KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

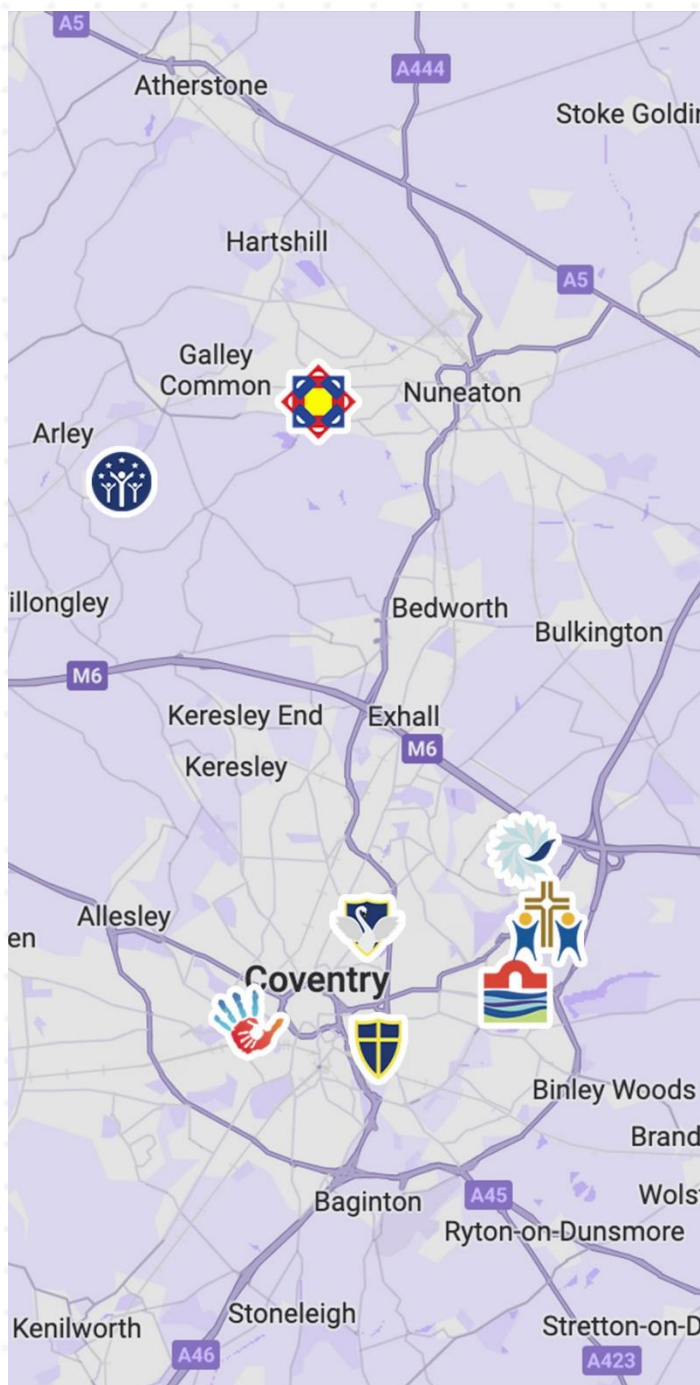


The mission statement for our Trust is “Together we achieve, individually we grow’. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that “**Expectations Shape Outcomes**” and we expect the very best for all members of our school’s communities.





## OUR VISION

*To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.*

This Vision sets the aspiration for everything we do.

### For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

### For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

### For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

## OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSgrave ACADEMY	WHITTLE ACADEMY
							
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible





## OUR VALUES

Our values drive our behaviours, decision making and ambitions:

**Inclusive:** We celebrate diversity and difference. All are valued as members of our community knowing they belong.

**Nurture:** We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

**Servanthood:** We considerately put the needs of others before our own, recognising that in serving each other we serve all.

**Partnership:** We work collaboratively, recognising we achieve more together than on our own.

**Integrity:** We are open, honest and have strong moral principles which we use to guide us.

**Respect:** We show care, consideration, and courtesy for ourselves and all around us.

**Excellence:** We always strive to be better in order to become first class in all we do





**Inspire Education Trust**

Together we achieve, individually we grow

## STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff





## PERSON SPECIFICATION – Administration Assistant

		Essential	Desirable
<b>Education and Qualifications</b>	A good standard of education including English & Maths (GCSE/Level 2)	✓	
<b>Experience</b>	Administration experience covering activities such as filing, maintenance of records, using the telephone, dealing with people.		✓
	Experience of using Microsoft software, including Microsoft Word and Excel		✓
	Experience of using a school MIS system		✓
	Knowledge of using office equipment, e.g. printer, photocopier, laminator.	✓	
<b>Skills and Knowledge</b>	Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines	✓	
	Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groups		✓
	Ability to work as part of a team	✓	
	Excellent interpersonal & organisational skills	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	





<b>Safeguarding and Child Protection</b>	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school values
Embraces the vision “Aspire and Achieve” and devotedly helps all students achieve this



## MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am 10<sup>th</sup> December 2025.

Interested candidates are encouraged to contact Stephanie Jones – Office Manager [Stephanie.Jones@CliffordBridgeacademy.org](mailto:Stephanie.Jones@CliffordBridgeacademy.org) to arrange an initial conversation with Madaleine Turner – Headteacher.

Applicants are advised to contact [admin@cliffordbridgeacademy.org](mailto:admin@cliffordbridgeacademy.org) if they wish to organise a visit to the school.

Shortlisting will take place and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview commencing week commencing Monday 15<sup>th</sup> December 2025.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble, HR and Payroll Coordinator – [catherine.alexander-gamble@ietrust.org](mailto:catherine.alexander-gamble@ietrust.org)

We look forward to hearing from you.

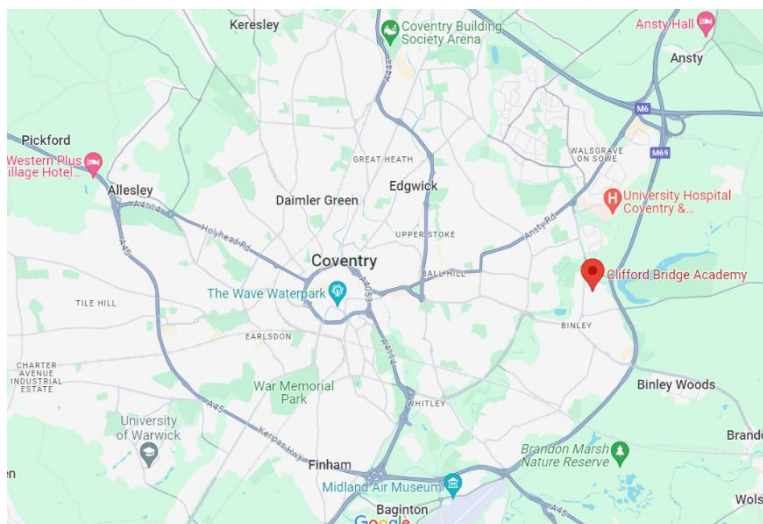






## HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Clifford Bridge Academy.



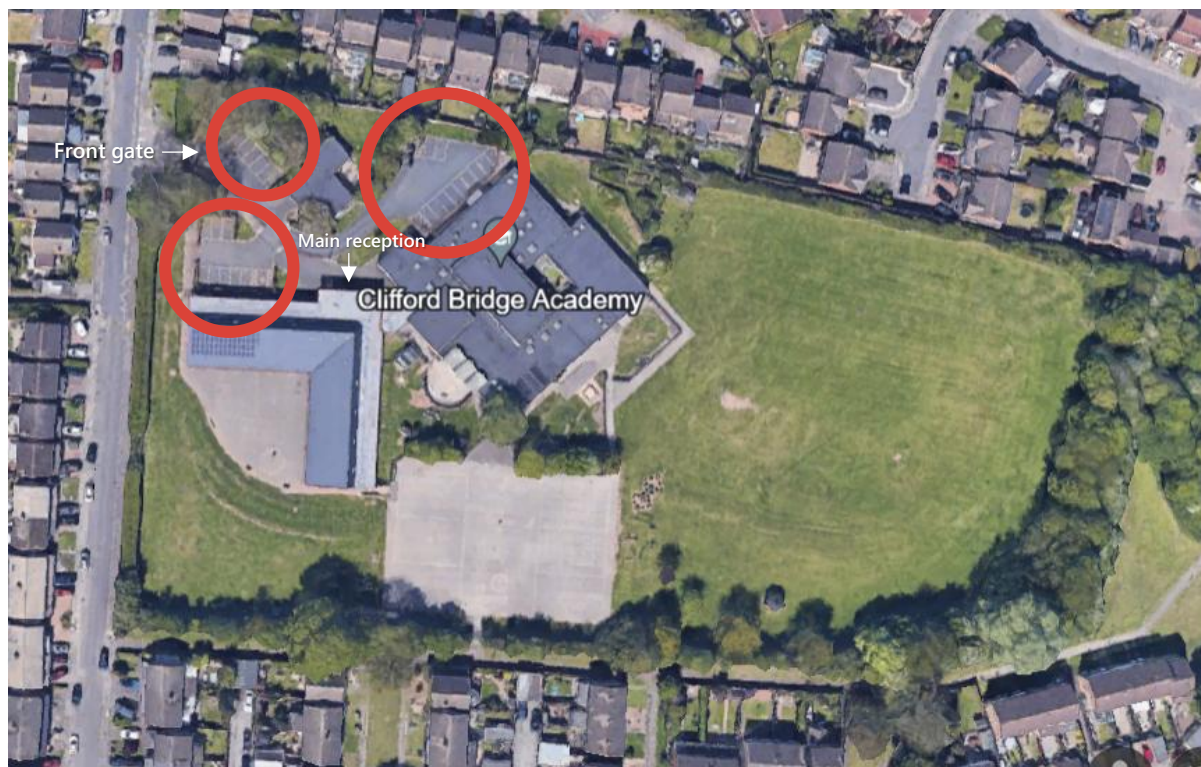
### ADDRESS

Clifford Bridge Academy  
Coombe Park Rd  
Coventry  
CV3 2PD

*A 5-minute drive from  
University Hospital Coventry,  
and a 15-minute drive from  
Coventry city centre.*

### PARKING

As you arrive at the front gate, you can drive in and there are 3 car park areas that you can park in. See the circled below for parking locations.







## FREQUENTLY ASKED QUESTIONS



### **How do I apply for a vacancy at Inspire?**

All applications must be received electronically via our TES page. CVs may be accepted but will not replace the application form.

### **Top tips for writing my application for Inspire?**

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

### **How does shortlisting work?**

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

### **When will my referees be contacted?**

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

### **How will I be contacted if I am successful?**

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

### **What is involved in the interview process?**

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

### **You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.**

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

### **Is there an onboarding process?**

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

### **Is there a probation period?**

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.





## STAFF TESTIMONIALS

*Taken from our 2023 staff wellbeing survey*

*"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."*



*"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."*

*"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."*



*"Employee support program is good and helpful to manage life inside and outside school."*

*"I think the school and Trust does a lot to support wellbeing and workload."*

*"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."*

*"The work of the wellbeing champions. It is much appreciated!"*

*"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "*





*"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."*

*"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."*



*"I feel always cared for by school. It is a really lovely nurturing caring place to work."*

*"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."*

*"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."*

*"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."*





**Inspire Education Trust**

Together we achieve, individually we grow

# RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

## Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

## Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

## What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

## Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

## Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

## Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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