



**FRIESLAND  
SCHOOL**

**CANDIDATE PACK**





# WELCOME FROM THE CHIEF EXECUTIVE OFFICER

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

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

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

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

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

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

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

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

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

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

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





## WELCOME FROM THE HEADTEACHER

Friesland School is a values-centred organisation, and we strive to live up to our ethos of Ambition, Teamwork, Honesty and Respect in everything that we do. Our school is a vibrant and energetic educational environment, where we prioritise the academic, personal and cultural education of all our students.

We are a large school of over 1300 students, including 200 in our growing and successful 6th form, with a curriculum that mixes a substantial academic core with a long standing and genuine commitment to the Arts, Physical Education and Technology.

Friesland has a strong track record of high-quality teaching; with experienced, committed staff delivering challenging and innovative lessons. Our teachers are expert subject specialists and work in partnership with colleagues at Friesland and across the The Two Counties Trust to provide our students with a knowledge rich curriculum and an inspirational educational experience.

Staff at Friesland are highly trained and seek continual improvement through our bespoke professional learning programme. We are genuinely reflective practitioners, with the continual growth and wellbeing of our staff a key consideration in all decision making and improvement planning.

At Friesland we have high expectations of ourselves and those around us, as we strive to do the best for our students and our community. Our ambition is always to employ the highest quality staff who identify with our ethos and outlook. The best way to experience our school is to visit, so if you would like to see more of our school please do not hesitate to get in touch.

### CRAIG PATTERSON HEADTEACHER



## WHO ARE WE?

Friesland School is based in Sandiacre and has the values of Ambition, Honesty, Teamwork and Respect.

Friesland School has:



**1,300**

students  
on roll



**150**

members  
of staff



**16**

has a post 16  
study programme



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2023:

"Pupils know that the staff at this school have high hopes for them. All staff share the vision that they should remain ambitious for each pupil."

"There are respectful relationships between staff and pupils."

"Pupils feel safe and happy here."

"Values such as teamwork, honesty and respect permeate through the school's work to develop each pupil in the widest sense."

## WHAT OUR STAFF HAVE SAID ABOUT FRIESLAND SCHOOL:

"Leadership are friendly and approachable, and line managers are extremely caring and supportive."

"Fantastic dialogue between SLT and staff regarding well being - lots of reminders to switch off at the weekend and over holidays."

"I feel incredibly supported by my line manager which helps my wellbeing."

"The quality of safeguarding and support strategies given to our students in most need is second to none."



# FRIESLAND SCHOOL IS PROUD TO BE A PART OF THE TWO COUNTIES TRUST

## OUR TRUST

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



**12,000**

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



**1,600**

The employer of choice for 1,600 employees



## VISION

Enhancing life choices.

## MISSION

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

## FOCUS

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

## VALUES



### Ambition

We maximise our potential through striving for excellence.



### Teamwork

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



### Honesty

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

## STRATEGIC ANCHORS



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



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



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



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

## WHY YOU SHOULD JOIN FRIESLAND SCHOOL, A MEMBER OF THE TWO COUNTIES TRUST

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

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

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

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

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

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

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

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





# Site Manager

<b>Grade and Salary</b>	Grade 4: £28,598 - £31,022 per annum
<b>Working pattern</b>	37 hours per week / year round
<b>Contract term</b>	Permanent

## The School:

Friesland School is a values-centred organisation, and we strive to live up to our ethos of Ambition, Teamwork, Honesty and Respect in everything that we do. Our school is a vibrant and energetic educational environment, where we prioritise the academic, personal and cultural education of all our students. At Friesland we have high expectations of ourselves and those around us, working collectively to develop and improve whilst enhancing the life opportunities of our students. We have a long track record of high attainment at both Y11 and Y13, alongside a wide and varied extra-curricular provision.

As someone interested in a role at our school, we would urge you to come to visit us and see Friesland School for yourself, as there is no better way to learn about our wonderful school and what we offer.

## The role:

We are seeking to recruit an experienced, hands-on manager to oversee our site and premises team. The role is varied, but ultimately, we want you to oversee and develop the site so that we can realise its potential for our students and staff. The work involves carrying out the day-to-day duties of running the site as well as managing lettings, grounds & general maintenance, minor repairs, minibuses and managing premises staff.

## The person:

Our ideal candidate is able to offer successful experience of managing a site including leading a team as well as solid understanding of building regulations and Health & Safety. Experience of working in a school is not essential, however sound computer skills and a practical, hands-on approach to work are. A trade background is desirable. It can be hectic at times, so you'll need to be able to work calmly and be well organised to get the job done.

## 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: Friday 20 February 2026 at midday.**

**Interviews will be held on: Friday 27 February 2026.**

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

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

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

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





## JOB PROFILE

<b>Job title:</b>	Site Manager
<b>Responsible to:</b>	Office Manager
<b>Salary / Grade:</b>	Grade 4: £28,598 - £31,022 per annum
<b>Working hours / weeks:</b>	37 hours per week / year round
<b>Core purpose</b>	<p>To manage the maintenance and upkeep of the school grounds and buildings.</p> <p>To manage the Site and Cleaning teams.</p> <p>To ensure Site Health and Safety checks are completed.</p> <p>To manage the security of the premises including opening and closing and alarms.</p> <p>To work in collaboration with the Office Manager to ensure a co-ordinated approach and delivery of the school's lettings/community use requirements across the site.</p>

### Corporate responsibilities:

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

### Key responsibilities:

- To support the ethos of the school by promoting a pride in the appearance of the building and grounds.
- To support the Trust's Head of Estates in the formulation and consolidation of the strategic development of the schools' buildings and grounds.
- To liaise with the Headteachers, members of the leadership team, Governors and staff on operational matters connected with the schools' buildings and grounds.
- To undertake a monthly tour of the school site and attend other tours of Inspection to identify issues, creating an action plan and ensuring that any remedial work is carried out.
- To ensure that the buildings and grounds are well organised and maintained so that all site users benefit from a safe and secure environment.
- To liaise with local residents and relevant outside agencies, where appropriate, on matters relating to sites and grounds.
- To process buildings and grounds related statutory returns as required.
- To manage the Maintenance budget.
- To monitor the quality of work of onsite contractors and arrange for estimates for prospective contracts.
- To ensure all external contractors working on site and employees/contractors involved in minor work projects on site comply with current legislation and achieve the required standards.

## **Health and Safety**

- Complete LAMP, Legionella and Fire Risk Assessments taking action to ensure compliance with regulatory requirements at all times.
- Support with the implementation of Risk Assessments.
- Act as the School Fire Officer for purposes of Main School Fire evacuation alerts.
- Replacing consumable items, recording deliveries and maintaining information in the stock book, inventory as appropriate, ensuring that adequate supplies, including fuel, are maintained to meet the needs of the school.
- Taking reasonable care for the health and safety of self and of other persons who may be affected by your activities in accordance with the provisions of Health and Safety legislation.
- To be responsible for supporting with the Trust any relevant reports to the Health and Safety executive (HSE) where demanded by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- To complete risk assessments for operations concerning the site operatives and for evacuation and implementing of the risk assessment for fire, legionella and asbestos.
- To organise and manage testing of portable electrical appliances, liaising with existing testers.
- To record test outcomes to the Trust as required in the method required.

## **Site Management responsibilities**

- To implement a proactive and reactive approach to maintenance for the buildings and grounds.
- To be responsible for the maintenance of the security of the building and grounds including the intruder alarm system, fire alarm system and the issuing of keys.
- To manage the rota for responding to intruder alarms and actively participating as required.
- To support the school to deal with insurance claims associated with theft from, or damage to, the buildings and/ or grounds.
- Manage and monitor the gritting of the grounds during ice and snow conditions, ensuring that identified routes are kept clear of snow, de-iced and salted and that necessary records are maintained.
- To provide information on security and fire evacuation procedures at induction.
- To work with the Trust and contractors on site development.
- To work with the Trust's Head of Estates to organise all aspects of "In House" major construction projects including the tendering process, planning permission and building regulations approval.
- To be responsible for issuing work permits to visiting contractors and for ensuring their standard of work and behaviour is in accordance with the agreed specifications and safety as per method of statement and risk assessment.
- To promote efficient use of all utilities (Gas, electricity, water) and for the safe legal disposal of waste. Replacing consumable items, recording deliveries and maintaining information in the stock book, inventory as appropriate etc., and to ensure that adequate supplies, including fuel, are maintained to meet the needs of the school.
- To support site operatives and cleaning contractor to ensure the cleaning of designated areas in the school, ensuring the maintenance of high standards of cleaning including the maintenance of floor surfaces in accordance with the requirements of the cleaning/janitorial specification.
- In cases of an emergency outside the working week, e.g. intruders, fire, flood, be available to attend and authorise repairs as required.
- To carry out portage duties as and when required by the school, e.g.
  - Deliveries across the whole site
  - Furniture and equipment transfer and removal of equipment



- Disposal of redundant equipment and other materials
- To attend to the lighting, heating and cleaning of the premises and ensure that the required boiler temperatures are maintained.

### **Staff Management**

- To manage site operatives to include the allocation of workload, monitoring performance, holding regular meetings to ensure that all duties are carried out safely and in accordance with agreed procedures.
- To provide control of Substances Hazardous to Health (COSHH) data to produce risk assessments and method statement where necessary to cover the duties of site staff.
- To arrange cover in the event of the absence of site staff.
- To take a lead role in the development of site operatives.
- To be responsible for the professional learning plan of the site operatives.
- To attend and contribute to the team as a required.

### **Minibus**

- To support with managing the use and maintenance of the minibus bus, including the organisation of tax, insurance and MOT testing.

**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.

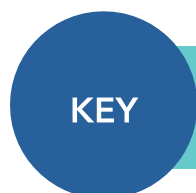
In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with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

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



# PERSON SPECIFICATION

Role: Site Manager		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Has full UK category driving licence.	E	✓	
2	Is a current minibus licence holder (or willing to undertake relevant training).	D	✓	
3	Have the Institute of Occupational Health & Safety qualification.	E	✓	
4	Is numerate, literate and has sound ICT skills.	E	✓	
<b>Experience</b>				
5	Has experience of working in a secondary school environment.	D	✓	✓
6	Experience of managing health and safety.	E	✓	✓
7	Has experience of managing staff.	E	✓	✓
<b>Knowledge &amp; Understanding</b>				
8	An understanding of the mission and values of the Trust.	E	✓	✓
9	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
10	Working knowledge of fire safety awareness, asbestos awareness and legionella management.	E	✓	✓
11	Knowledge of a trade, e.g. plumbing, joinery, electrical, decorating.	E	✓	✓
12	Knowledge of the regulatory requirements for site management.	E	✓	✓
<b>Skills &amp; Abilities</b>				
13	Ability to form and maintain appropriate professional boundaries with children.	E		✓
14	Excellent organisational skills including ability to prioritise and meet deadlines.	E	✓	✓
15	Ability to work on your own initiative.	E		✓
16	Effectively manager your own and others workload.	E	✓	✓
17	Has the ability to liaise with and communicate with a range of different stakeholders in different ways.	E	✓	✓
18	Ability to set and maintain high standards.	E		✓
19	Ability to use Building Management Systems effectively or the willingness to learn to use this.	E	✓	✓
<b>Personal Attributes</b>				
20	Excellent time management.	E		✓
21	Can demonstrate the ability to work well as a team member and independently.	E	✓	✓
22	A flexible approach to working hours as evening work or call outs could be required.	E		✓
<b>Other</b>				
23	A commitment to uphold and promote equality of opportunity.	E		✓



**E**  
**D**

Essential  
Desirable

**A**  
**I**

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](mailto:HR@ttct.co.uk) to be returned via e-mail.

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

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    Friday 20 February 2026 at midday.**

**Interviews will be held on     Friday 27 February 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 application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms 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 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 got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

## **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 any education you have, 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.
  - All telephone calls are recorded for quality and training purposes.
- 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 the 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 prior to entering 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 recruitment.

#### **4. How 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. Automated Decision Making and Profiling**

- 5.1 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.

#### **6. Collecting data**

- 6.1 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.

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

- 7.1 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.
- 7.2 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.
- 7.3 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.

## **8. How we store data**

- 8.1 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.
- 8.2 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.
- 8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## **9. Transferring data internationally**

- 9.1 We do not share personal information internationally.

## **10. Your rights**

- 10.1 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.
- 10.2 If you would like to exercise any of these rights, please contact the Trust.

## **11. Complaints**

- 11.1 We take any complaints about our collection and use of personal information seriously.
- 11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

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

## **12. Contact us**

- 12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via [info@ttct.co.uk](mailto:info@ttct.co.uk).

## **13. General Data Protection Regulation**

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.



**FRIESLAND  
SCHOOL**

## **CONTACT US**

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