



WOODCHURCH HIGH SCHOOL

A Church of England Academy



Premises Officer Application Pack



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven.

Matthew 5:16

LETTER FROM THE HEADTEACHER

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint a Premises Officer to join our dedicated team at Woodchurch High School. The successful candidate will need to demonstrate commitment, flexibility and be a positive role model within the Premises team. The safeguarding of our pupils and the security of our premises will be the highest priority, ensuring that the facilities and the environment of the school are safe for the children, staff and visitors. They will also model and promote our Christian values.

The successful candidate will be joining an Academy which strives for excellence and is committed to transforming the lives of young people. The academy works tirelessly to ensure all stakeholders flourish in a stimulating, supportive and ambitious climate. We benefit from purpose-built accommodation with excellent facilities. Our vision is 'Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven', Matthew 5:16. Whilst Learning, we are Inspired and develop our Christian Values through experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

I look forward to receiving your application.

Yours sincerely,

M Canham

Mr M Canham
Headteacher



ABOUT THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

At Woodchurch High School, we always place the pupils at the centre of all we do - which has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all of our pupils. We work in partnership with parents to achieve this goal.

In July 2024, the school underwent an inspection under section 48 of the Education Act, where we were awarded Grade 1, reflecting that as a school, we were living up to our foundation as a church school. The report we received reflected the good work of the pupils, staff, and our flourishing school community. An extensive enrichment programme is also provided by the school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

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We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian Values and Vision Statement: '*Let your light shine before all, that they may see your god works, and glorify your Father which is in heaven*' (Matthew 5:16).

Every child really does matter. As such, the school consistently seeks to build upon its previous best.

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2024/25 this had risen to 9.2%. Only 5.4% use English as an additional language.

Currently those children in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 21 CLA pupils.

The estate on which the school is situated contains three LSOAs ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (SAT) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: <https://www.woodchurchhigh.com/ofsted.php>.



SCHOOL ETHOS

Our ethos is underpinned by Christian Values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School Church of England Academy is a school which delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve the God-given potential.

We provide meaningful and personalised curriculum which provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented whilst supporting those who experience a barrier of learning.

CHAPLAINCY

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian Values and ethos.

Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship we explore and develop an understanding of our values, morality and the Christian faith.



Our Christian Values

- **Justice**
- **Endurance**
- **Service**
- **Wisdom**
- **Forgiveness**
- **Compassion**
- **Hope**
- **Thankfulness**
- **Integrity**
- **Humility**
- **Trust**

Wisdom

"The fear of the Lord is the beginning of wisdom; all who follow his precepts have good understanding." (Psalm 111:10)



COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with the key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school

BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.



Endurance

"For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope." (Romans 15:4)

PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Boy / Head Girl and Deputies also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subject via online polls/surveys.

In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, school now also undertakes peer mentoring and support to further enhance pastoral welfare.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school, and at the same time, enjoy the same supportive organisation associated with a small school.



INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

To achieve this aim, the SEND Team:

Develop strong links with our primary school partners to support transition

Deliver a curriculum appropriate to each child's individual needs, including a range of personalised interventions which enable pupils to progress and reach their potential



Work in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need

Put in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress

A VIRTUAL BASE FOR PUPILS

Woodchurch High has special provision for pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.



PUPIL PREMIUM

At Woodchurch High School 42% of our pupils access pupil premium funding. The Pupil Premium team lead initiatives through the school and monitor and evaluate the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES

Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enables our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential. This is underpinned by an experienced and talented ICT support team

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced Sports Hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc.

There is also a well-established School Farm and environmental area. The award winning farm, which we are immensely proud of, houses over 50 animals. We have a dedicated team of adults and pupils that operate the farm throughout the year.



Compassion

*"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort."
(2 Corinthians 1:3)*



CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously, and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to school, there is an extensive Induction Programme, as regardless of experience, Every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role, and to thrive and flourish at the school.

For Early Career Teachers, we have a robust programme that consists of face-to-face support sessions, as well as ongoing mentoring and support.

Many staff also access the suite of NPQ qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff also have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided in a supportive staff with career development.

There are also many opportunities to lead CPD within school, and we are always exploring new and exciting ways to further develop our staff.

LIVING AND WORKING IN WIRRAL

Wirral, a peninsular in England, is considered a great place to live and work for a variety of reasons, including its 22 miles of coastline, 50 miles of walking trails, and many outdoor activities, including water sports, wild swimming and golf.

Wirral is close to the cities of Liverpool, Chester and Manchester as well as North Wales. It has excellent public transport links to Liverpool, and is close to Liverpool John Lennon Airport and Manchester Aiport.

Thankfulness

*"Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus."
(1 Thessalonians 5:16-18)*



WHAT PEOPLE SAY ABOUT OUR SCHOOL



“ I always knew Woodchurch had an excellent reputation - it has not disappointed -Parent ”

“ The teaching staff put the children at the heart of everything they do. -Parent ”



"Leaders live out the Christian vision and ensure this drives policies and practices. Together, they faithfully recognise the context in which they work, enabling the school to be transformational for students. As a result, students and adults grow and flourish. - Ofsted 2020

"Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively" - Ofsted 2020

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." - Staff

"As a parent, I feel valued and respected by the school" - Parent

"The school provides strong support for pupils' mental health" - The Governing Body

"School is somewhere I always feel safe" - Pupil

Hope

"Let us hold unwaveringly to the hope we profess, for he who promised is faithful." (Hebrews 10:23)



STAFF WELLBEING CHARTER



Staff Wellbeing Charter

WHS takes the wellbeing of all staff very seriously. The charter below takes into account some of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other, we ask all staff to be committed fully to the charter below.



Automated report system
- reducing staff checks.
Reduction of data drops



Staff marking expectations are minimum and workload regularly reviewed



Form Tutor Evenings reduced by 30 minutes



Counselling/Chaplaincy service
Employee Assist Programme
MHFA Staff Welfare Team



Deadlines well publicised and annual calendar consultation



Meetings have a clear purpose, agendas are issued in advance, and those leading meetings ensure they are kept on track and finish on time



The school will endeavour, wherever possible, to champion and enable flexible working



Half-termly free breakfast for all staff. Complimentary Christmas dinner for staff each year



Timetabled CPD, Coaching and Mentoring opportunities



Opportunities for career development



Paid tuition programme for vulnerable pupils
Paid Y11 Structured Revision Programme



Staff wellbeing, leisure and mindfulness activities plus termly staff bulletin



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy



Pupil centralised sanctions



A fitness suite available for staff use plus On-site NHS Private Healthcare Checks



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other peoples' wellbeing



Hope

"Let us hold unwaveringly to the hope we profess, for he who promised is faithful." (Hebrews 10:23)



THE ROLE

We are looking for a candidate who can support the operations of the Premises team. The safeguarding of our pupils and the security of our premises will be the highest priority, ensuring that the facilities and the environment of the school are safe for the children, staff and visitors.

Our Premises team is an incredibly valued part of our staff body who support the school by ensuring that all repairs, maintenance and compliance checks are carried out to the highest standard.



RESOURCES

The school is extremely well equipped with two dedicated ICT Suites and several bookable Chromebook trolleys available for pupils use.

The subject area makes full use of Google Workspace as the school has to support work both in the classroom and at home. Google Classroom allows pupils to complete homework online and departmental Google Sites houses Learning Programmes and revision resources.

We have a dedicated Technical Team who support teaching and learning within lessons.

Members of the subject area are supportive and friendly working well with each other as well as other staff within the school.



JOB DESCRIPTION

Post Title: Premises Officer

Reporting to: Operations Manager

Disclosure Level: Enhanced DBS

Christian Ethos:

To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential

Job Purpose:

- To be part of a successful team providing Operational/Premises support throughout the school. Under the direction of the Operations Manager, the Premises Officer will be responsible for the robust security of the premises and its contents (including the operation of fire and intruder alarms and key holder responsibilities), lighting, heating and cleaning of premises (including general maintenance i.e. plumbing, painting, repairs, drainage, woodwork and operation of plant), portage, painting on a rolling programme of maintenance and any handyman duties, compliance activities in relation to pest control and weekly water flushing and other duties arising from the use of the premises. To report/action any issues identified directly to line management.
- To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.
- Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required.

DUTIES:

Security of Premises

- To carry out robust security procedures for school buildings and grounds - whole school site.
- Locking/unlocking school gates and external entrance doors ensuring safeguarding at all times, reporting/actioning any issues arising.
- To inspect buildings and grounds to ensure no disturbance.
- Switching on/off lights as required.
- Checking and securing windows and internal doors.
- Switching on/off appropriate alarm systems.
- Preventing trespass on school premises and grounds.
- Ensuring unauthorised parking of vehicles does not occur.



JOB DESCRIPTION

- Responding to and carrying out recognised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
- Providing access to the school in the event of emergency situations.
- Ensure the correct operation of the intruder/fire alarms by regular testing.
- To order blanks, cut, collate, collect and distribute locker keys for pupils, liaising and communicating with Admin staff to ensure the database is kept regularly up to date and accurate.
- To cut keys for school buildings, where appropriate.

Lighting and Heating of the Premises

- Checking and replacing light fittings and liaising with the necessary LED electricians.
- Operating the Building Management Systems/Boilers so that the required temperatures are maintained in the school premises.
- To clean the Biomass Boiler ahead of service, ensuring the relevant PPE is worn.
- Carrying out frost prevention procedures as instructed.
- Carrying out routine inspection and maintenance procedures in accordance with the instruction of the Schools Heating Engineers on ancillary equipment.
- To take all Meter Readings and provide information to the Finance Team.
- To manage the external lighting controls within the varying seasons and late events.

Compliance

- To carry out daily pest control checks in key areas of the site, identifying rodent activity, laying traps and sanitising said areas.
- To carry out weekly flushing of all areas to prevent legionnaires disease.

Cleaning/Maintenance of Premises

- Ensuring instructions on usage of all materials is strictly adhered to because of risk to persons or property
- To ensure that the school premises and furnishings are clean and are of a high standard
- Toilets to be visited at various times of the day, particularly after breaks, to ensure that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary
- Provide emergency cleaning, after a child has been sick.
- Drawing soap, toilet rolls, paper or roller towels and any other associated items from stock cupboard and distributing to W.C's where necessary, in the absence of the Housekeeper
- Walking around play areas and drives daily, picking up litter, gum etc, from all areas including paths, flower beds and grassed areas
- Sweeping up excess dirt from patios and hard surfaces, as and when required. To clean leaves during the Autumn period and to rock salt all areas etc, in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages. (to attend school earlier than arranged shift to assist with ice/snow clearance)
- Ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required.



JOB DESCRIPTION

- To carry out painting as required, in accordance with the painting programme ensuring school standards are met.
- To carry out low level window cleaning.
- To carry out maintenance of the roof ensuring free from debris, path clearing.
- To assist with the grounds maintenance in the front school grounds, i.e. jet washing
- To assist with and carry out the internal and external cleaning of the school minibuses.
- Respond appropriately to emergencies or urgent issues as they arise.
- To ensure waste is sorted and relevant recycling/general waste receptacles are used economically, assisting with an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items.
- To carry out Portable Appliance Testing (PAT) on a rolling programme, in conjunction with the school calendar and the Operations Manager.
- To rectify minor faults discovered as a result of the PAT testing. Replace cables, fuses, plug tops etc.
- To maintain the PAT results and provide the data to the Operations Manager to download into the main database.
- To ensure that the Premises Area, Tool Rooms, Boiler House and Service Yard are kept tidy, clean and locked, preventing access to non-Premises Staff, allowing quick access to tools and equipment.
- To ensure the tool log and inventory is kept up to date and stocks of DIY resources are kept at an adequate level to respond to reactive work.

Porterage/ Event Set Up

- Taking delivery of stores, materials and other goods received by the school and storing them as instructed.
- Despatching goods, materials etc, for the school.
- Any other porterage duties as requested.
- Ensure that all furniture arrangements and accommodation requests are in place on time. i.e. preparation of the school hall and other areas as required.

Safety at Work

- Ensuring that all cleaning and caretaking activities are carried out in a safe manner
- Complying with all procedures required by the Health & Safety Officer
- Ensuring that all cleaning equipment is in a safe working condition
- To be responsible for the fire alarm and sprinkler testing
- Ensure that all work (maintenance and development) complies with relevant Building, Health and Safety regulations liaising with the Operations Manager.
- To identify areas for repair and determine whether the task can be performed in-house, in liaison with the Operations Manager.



JOB DESCRIPTION

Staff Training / Team Work / Additional Hours

- Liaising with the team in all aspects of work and cleaning methods.
- To effectively communicate with all members of the team and school staff as necessary and professionally.
- To attend weekly/fortnightly meetings and share workloads, priorities etc.
- To ensure a handover within the team is carried out when coming on duty/finishing duty, where appropriate.
- Maintain and encourage a good working atmosphere and team spirit and seeing that work is done correctly and promptly.
- To be part of a fair rota within the team for additional and unsocial hours in relation to weekend demand (Saturday); to accommodate Saturday School/College and other school events. The frequency of these additional hours will be seasonal i.e. more frequent in the approach to exam season. (If the team member is unable to work the allocated hours within the rota, it is the employee's responsibility to secure another colleagues commitment either by swapping or giving the additional hours away)
- To cover colleagues absence or annual leave, as necessary, which may include weekday 'late' shifts.
- To be part of a fair and sound call out rota
- Dealing with instructions received from the Operations Manager/Business Manager concerning the letting of the school premises.

RESPONSIBILITIES

- To be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Note - "Whole School Site includes School, Study Centre and Sports Complex"

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Ongoing regular reviews will take place based on the responsibility areas.

September 2024



PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable

Qualifications	NVQ 2 or equivalent or experience	D
	First Aid Training	D

Experience	Ability to relate well to children and adults	E
	Understanding of promoting positive relationships within the school and the wider school community	E
	Ability to prioritise workload and apply flexibility	E
	Evidence of recent professional development	D
	Relevant experience working in a school environment	D

Knowledge and Skills	To work within high levels of work-related pressure, addressing and meeting deadlines, ability to re-prioritise depending on unplanned situation, dealing with interruptions and other demands.	E
	To show initiative	E
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	To be highly disciplined and with excellent self organisational skills.	E
	Ability to work autonomous within set boundaries	E
	Promote a positive working environment and demonstrate enthusiasm	E
	To demonstrate and succeed in excellent interpersonal skills and understanding the emotional needs of others	E
	To be consistent, supportive and respectful in approach	E
	Able to contribute to effective team working, to work well with the School's Senior Leadership Team, Governors and other departmental managers.	E
	Effective use of ICT Packages	D
Full working knowledge of relevant policies/codes of practice/legislation	D	



PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable

Special Requirments	Physical ability to undertake duties of the post	E
	Flexibility to all aspects of the role inc working hours	E
	Open minded and receptive to new ideas, able to use own initiative to pro-actively seek improvements to current systems	E
	Enthusiasm and energy and hold a cheerful disposition, a sense of humour and loyalty	E
	Able to train and develop staff	D
	Ability to share skills	D
	Ability to identify and recognise scope for improvement and raise standards of service provision	D
	Ability to self-evaluate learning needs and actively seek learning opportunities	D



CANDIDATE INFORMATION

Thank you for your interest in applying to Woodchurch High School.

EQUAL OPPORTUNITIES

Woodchurch High School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Your application form and equal opportunities forms will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Woodchurch High School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (UK GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of time following you leaving the school.



CANDIDATE INFORMATION

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisation providing administration or other relevant services to Woodchurch High School
Woodchurch High School contact for data protection matters is:

Satswana

Email: info@satswana.com

Tel: 01252 759177

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.



CANDIDATE INFORMATION

INFORMATION ON RECRUITMENT CHECKS

Woodchurch High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, *Keeping Children Safe in Education*, including:

SAFEGUARDING & ENHANCED DBS CHECK

Woodchurch High School is strongly committed to safeguarding and promoting the welfare of pupils and expect staff to share this commitment and maintain a vigilant and safe environment.

All posts are subject to an Enhanced DBS check, and we will carry out online searches on short listed candidates. All staff will be expected to follow the school's child protection policy, code of conduct for employees in schools and safeguarding policy.

Woodchurch High School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#)

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.



CANDIDATE INFORMATION

CRIMINAL RECORD SELF DISCLOSURE

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

OVERSEAS CHECKS

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information.

TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

SECTION 128 DIRECTION

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing an application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe In Education.



RECRUITMENT PROCESS

TO APPLY

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post.

Completed applications forms should be sent to Mrs A Bestwick, HR Officer via:
whsrecruitment@woodchurchhigh.com

Application form is available at www.woodchurchhigh.com/vacancies.php

FURTHER INFORMATION

The Academy is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists, on line checks and also a right to work check. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

Queries or questions

Contact Amanda Bestwick (HR Officer) amanda.bestwick@woodchurchhigh.com



The School is committed to safeguarding children. The successful applicant will require an enhanced DBS check; on line checks of shortlisted candidates will be undertaken as part of our recruitment checks.



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