



**SELSTON  
HIGH  
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

Thank you for your interest in applying for a post at Selston High School. I am delighted that you wish to find out more about our school. My name is David Broomhead, and I am proud to introduce myself as Headteacher. In a few words, I would like to share with you a sense of our compelling school culture, school ethos and values. We pride ourselves on working hard to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

We are a 11-16 school with 900 students. We work with our local community and neighbouring schools to establish strong relationships that support high standards and expectations. For the last three years, the school has been oversubscribed.

We have 4 school values that are lived by both students and staff; Ambition, Teamwork, Honesty and Respect. Our values and drivers provide us with a focus and enable us to aspire to achieve our aim; for every student to achieve their full potential and enjoy the experience of attending Selston High School.

All values are important to us; although the value of Respect has been long standing for our school and is deep rooted within the foundations of our historical building.

In 2025, Ofsted found that effective action had been taken to maintain the good standards identified in the previous inspection. Inspectors noted that "the school has high expectations for all pupils", "the school provides strong pastoral care for pupils" and "staff promote an environment where each pupil is inspired to achieve their full potential and enjoy the experience". There are positive relationships between staff and pupils. At Selston we work tirelessly to provide the very best education for our students in order that they leave school with the confidence and ambition to take their place in the world as productive citizens.

Selston High school is a fantastic place to work. Staff are hardworking, ambitious and friendly. We value strong professional relationships and are looking to recruit people with these qualities. We put people first and commit to providing high impact professional learning and an instructional coaching model.

Looking ahead, we strive to promote a passion for learning by delivering a high quality, knowledge rich curriculum. We are open and honest and are always looking to grow our provision through accurate reflection. We continue to invest in our building and facilities and look forward to sharing the next phase of our journey with you.

If you haven't already, I would recommend that you visit the school to see for yourself what we are all about. I would be delighted to welcome you on site to see the school in action.

Thank you again,

**DAVID BROOMHEAD**  
**HEADTEACHER**



## WHO ARE WE?

Selston High School is based in Selston, a large village in Nottinghamshire.

Selston has:



**900**

students  
on roll



**100**

members  
of staff



## THE FOLLOWING COMMENTS WERE NOTED IN OUR LAST INSPECTION IN 2025:

"The school has high expectations for all pupils."

"Staff promote an environment where each pupil is inspired to achieve their full potential."

"The school provides strong pastoral care for pupils."

"There are positive relationships between staff and pupils."

"The actions of school and trust leaders to continually improve the school are highly effective."

## WHAT OUR STAFF HAVE SAID ABOUT SELSTON HIGH SCHOOL:

"There is a good work life balance at Selston High School, staff are very supportive."

"I feel very valued and appreciated. My line manager is approachable and understanding."

"Staff around me are always willing to listen to and support with any issue."

# SELSTON HIGH 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 SELSTON HIGH 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 Selston High 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.



# Operations Manager

<b>Grade and Salary</b>	Grade 6 £29,117 - £32,211 pro rata (£33,699 - £37,280 FTE)
<b>Working pattern</b>	37 hours per week, 39 weeks per year (08:00-16:00 Mon-Thur 08:00-15:30 Fri)
<b>Contract term</b>	Permanent

## The School:

Our aim at Selston High School is to inspire every member of the school community to achieve their full potential and enjoy their time with us. As a caring community school we recognise the importance of our values which include respect for all, trust, pride, recognition and celebration of success.

## The role:

An exciting opportunity has arisen for an Operations Manager to join an already existing committed team at Selston High School. Within this role you will oversee key operational functions playing a central role in ensuring the smooth running of our school. You will manage and develop support staff and site.

As the main liaison between the school and the Trust's central team, you will lead high-quality support services, provide excellent customer service, and ensure full compliance across health and safety, GDPR and safeguarding expectations.

## The person:

The ideal candidate will be enthusiastic, hardworking and organised. They will have experience of working in a school environment and in a customer service focused role. We are looking for someone who has the confidence to develop and improve the service provided within the school and manage and motivate colleagues.

## 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: Monday 29 June 2026 Midday.**

**Interviews will be held on: Friday 03 July 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>	Operations Manager
<b>Responsible to:</b>	Headteacher
<b>Salary / Grade:</b>	Grade 6 £29,117 - £32,211 pro rata (£33,699 - £37,280 FTE)
<b>Working hours / weeks:</b>	37 hours per week, 39 weeks per year (08:00-16:00 Mon-Thur 08:00-15:30 Fri)
<b>Core purpose</b>	To act as the main liaison for professional services between the Trust Central team and the school. To manage the school functions in respect of site, reception, student reception, lettings, office administration and customer service. To provide oversight and support to the Site Manager regarding site operations and compliance. To be the school's Health and Safety link, including First Aid, under the direction of the Trust's Health and Safety Manager to implement policies, procedures and practices. To be the schools Data Protection Champion to support GDPR compliance.

### 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:

- Lead first class customer service across the school. Ensuring standards are the very best across all areas of accountability.
- To be responsible for managing and developing whole school administration systems.
- To work with the Headteacher to oversee future building and development works across the site. Always promoting student and staff safety and wellbeing.
- Responsibility for the management, development and support of all post holders reporting into this role.
- To oversee the support team across the school. Ensuring continuous improvement and accountability.
- To oversee, monitor and develop the functions designated to customer services for both external and internal customers.
- To ensure that a high-quality service is provided in the areas of:
  - Main reception and front of house.
  - First Aid.
  - Visitor management and record keeping.

- Switchboard.
- Post and deliveries.
- Parental consents.
- School Nurse and inoculations.
- School photographs.
- Finance.
- To prepare reports and data for Senior Leaders and the Trust, or other external agencies as required.
- To assume the role of Data Protection Champion for the school, responding to and managing Subject Access and Freedom of Information requests and reporting data breaches.
- Logging and co-ordinating the response to complaints in accordance with established procedures and timescales.
- To establish and liaise with the Lettings provider to ensure lettings staffing is in place and support with hirer or lettings staff issue resolution.
- To attend meetings regarding the new build and site developments as required to ensure the schools interests are maintained with third party shared usage agreements of the school site.
- To ensure that the academy complies with all requirements for the use of minibuses and for transporting students.
- To assume the role of HR Link to the Trust's HR Business Partner on HR related school matters to include but not limited to.
  - Fulfilling the role of recruitment link in school, ensuring all documentation is prepared and collated from shortlisting, interview and booking rooms, providing onsite administrative support for interview processes.
  - To oversee and maintain an accurate and up to date Single Central Record for Agency, Contractors, Volunteers, Trainee Teachers, Cleaning and Catering staff.
  - Entering and updating staff absences in school on the HR system to ensure this is kept up to date, acting as the first level approver for leave of absence requests.
  - Responsibility for maintaining employee records filing, as required by the HR Business Partner.
  - Be responsible for ensuring that staff job descriptions of direct reports are updated as necessary.
  - To oversee the processing of overtime and casual claims to the Trusts Payroll Team.
- Acting as the school IT liaison with the school's IT Manager.
- Supporting the on-boarding process through the provision of equipment and IT access for new staff.
- To provide contingency cover for key aspects of the Exams Officer role if the post holder is absent during a trial exam or external exam season.
- To assume the role of Health and Safety link in school in liaison with the Trust H&S Business Partner.
- To undertake DSE assessments and to follow up with any adjustments which are required from DSE or Occupational Health reports.
- To ensure there is adequate first aid cover at all times and maintain the register of first aid trained staff.
- To create PEEPs for students and staff with mobility and/or sensory issues.
- To ensure the Emergency Evacuation Plan and Critical Incident Plan are kept up to date with key staff's responsibilities identified.

- To ensure all requirements of the Emergency Evacuation Plan are implemented and any failings after fire evacuation drills are discussed with senior leadership and urgently addressed.
- To conduct Health and Safety risk assessments where necessary liaising with the Trusts Health and Safety Business Partner.
- To review and investigate accidents logged on Smartlog and liaising with Trusts Health and Safety Business Partner.
- Promote a positive and pro-active Health and Safety culture.
- To assist the Site Manager with site staff rota planning / site staff absence cover to maintain the operation and security of the school site.
- Undertaking the role of Data Champion within the school, to include:
  - Liaison with the Trust or the Data Protection Officer, dependent on the issue, on Freedom of Information (FOI) Requests, Subject Access Requests (SARs) and Data Breaches.
  - Collecting, collating, checking, redacting, and logging information on the GDPR portal to be provided for SARs and leading on this process in school.
  - Acting as the central point of communication and liaison with all parties on data protection, FOI and SARs in school.
  - Completing and keeping the GDPR Portal up to date.
  - Maintaining the profile of good data management practice in the school.
- To oversee the coordination of Trust Inset Days in connection with the TPLA.
- To provide line management, guidance and support to the Site Manager and direction to the team.
- Overseeing operational contract management in schools, liaising with the Trust central team, for example on centrally procured contracts and services such as, Cleaning and Catering to ensure smooth operation in School.

**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:** Operations Manager **E/D** **A** **I**

## Qualifications & Training

<b>1</b>	Educated to minimum Level 3 and hold Level 2 or equivalent in English and Maths.	E	✓	
<b>2</b>	Relevant Business Administration qualification.	D	✓	

## Experience

<b>3</b>	Experience of working in customer services or similar in a management position.	E	✓	✓
<b>4</b>	Experience of working in a school environment.	E	✓	✓
<b>5</b>	Experience of developing a service and delivering improvements.	E	✓	✓
<b>6</b>	Experience of report writing and data analysis.	D	✓	
<b>7</b>	Experience of managing and developing people.	D	✓	✓
<b>8</b>	Experience of managing a budget.	D	✓	✓

## Knowledge & Understanding

<b>9</b>	An understanding of the mission and values of the Trust.	E	✓	✓
<b>10</b>	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
<b>11</b>	Understanding of KCSIE.	D	✓	✓
<b>12</b>	Understanding of school administration systems.	E	✓	✓
<b>13</b>	Understanding of Health and Safety legislation.	D		✓
<b>14</b>	Understanding of Data Protection legislation and the Freedom of Information Act.	E	✓	✓

## Skills & Abilities

<b>15</b>	Ability to form and maintain appropriate professional boundaries with children.	E		✓
<b>16</b>	Able to manage and motivate others.	E	✓	✓
<b>17</b>	Able to work independently or as part of a team as required.	E		✓
<b>18</b>	Highly organised and able to juggle conflicting demands.	E		✓
<b>19</b>	Clear and accurate written skills.	E	✓	
<b>20</b>	Strong IT skills.	E	✓	
<b>21</b>	Able to convey information clearly and appropriately in person.	E		✓

## Personal Attributes

<b>22</b>	Approachable, but able to form professional boundaries quickly.	E		✓
<b>23</b>	Be passionate about the school and the education of our students.	E		✓
<b>24</b>	Proactive and on the ball, anticipating issues before they occur.	E		✓
<b>25</b>	Devises solutions rather than delivers problems.	E		✓
<b>26</b>	Attention to detail and tenacious in following actions through.	E		✓

## Other

<b>27</b>	A commitment to uphold and promote equality of opportunity.	E		✓
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**E** Essential      **A** Assessed by Application Form  
**D** Desirable      **I** 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 Operations Manager within Selston High 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 Monday 29 June 2026 Midday.**

**Interviews will be held on Friday 03 July 2026.**

# TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

## **1. Always read the job profile**

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

## **2. Complete as much detail as possible**

We get many applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our selection decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

## **3. Make sure your supporting statement is well constructed**

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

## **4. Proofread your application before submission**

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

## **5. Be truthful**

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from your education history, as we will ask to see proof of qualifications.

## **6. References**

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher **must** be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

### **Equal Opportunities Monitoring**

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



# PRIVACY NOTICE

## 1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

## 2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Name, address and contact details, including email address and telephone number
  - Copies of right to work documentation
  - References
  - Evidence of qualifications
  - Information about your current role, level of remuneration, including benefit entitlements
  - Employment records, including work history, job titles, training records and professional memberships
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
  - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
  - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
  - Photographs and CCTV images captured in school
  - 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.



# SELSTON HIGH SCHOOL

## CONTACT US

Selston High School  
Chapel Road, Selston  
Nottinghamshire  
NG16 6BW

HR@ttct.co.uk

01623 259 600

[www.selston.ttct.co.uk](http://www.selston.ttct.co.uk)

X @TTCTcareers

in [www.linkedin.com/school/ttctrust](http://www.linkedin.com/school/ttctrust)

