



# Recruitment Information

Our vacancy and recruitment information can be obtained on the school website <https://www.lggs.org.uk/staff-vacancies/working-at-lggs> and on our [mynewterm](#) pages.

## Background checks

All applicants will be subject to online checks.

Employment references will be taken up for all candidates invited to interview.

Candidates invited to interview will be asked to complete and return a 'Suitability To Work With Children' self-declaration form prior to interview.

Candidate invited to interview will be required to provide evidence of any relevant qualifications and grades attained as indicated by you in your application.

Appointment to this post is subject to satisfactory medical clearance. If you are appointed you will be asked to provide information about your medical history, and may be required to participate in an Occupational Health assessment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and any offer of employment will be subject to a satisfactory DBS clearance. If you are appointed, we will undertake a Disclosure and Barring Service check on you: the check will be completed online, but the documents must be checked in person. You will be required to provide original documents to evidence your identity: examples of evidence can be accessed online: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

If you have lived or worked abroad for more than 3 months in the past 5 years, or for more than 12 months in the past 10 years, you will be subject to additional background checks and will be required to provide a Certificate of Good Conduct or equivalent police check for the country you resided in. You can find further guidance about these checks at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

## Right to Work in the UK Information

As an employer, we have a responsibility to ensure that each prospective employee is eligible to work in the United Kingdom, in line with the requirements set out in the Immigration, Asylum and Nationality Act 2006 (as amended). All external candidates invited



to interview will be required to evidence their eligibility to work in the UK, either by providing original documents or by participating in an online check. Details of the documents that may be obtained for a physical check can be accessed online at: <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/employers-guide-to-right-to-work-checks-23-september-2024-accessible-version>. If a candidate uses the online checking service they will be required to provide their 'share code', which the school will then use with the Employer Checking Service (<https://www.gov.uk/employee-immigration-employment-status>) to confirm their eligibility.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

## Reasonable Adjustments Statement

We are committed to ensuring that all applicants are able to fully participate in the recruitment process as far as is reasonable. We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview Letter when confirming your availability to attend interview. Our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability so it is important that you provide this information to us (details for the relevant person to contact will be provided in your Invitation to Interview Letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure

that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:

- Modification to Documentation – this may include providing documents in large print,
- or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for
- example, a disability which affects their manual dexterity. Conversely, an oral test may



- be completed in writing where the applicant has a disability which affects their speech;
- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school may consider holding interviews on the ground floor, considering the placement of furniture and rearranging if necessary etc.

## Attendance Policy Statement

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Leadership Team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

## Data Protection and Privacy Notice

### **What categories of information are processed?**

Lancaster Girls' Grammar School processes personal data for the purposes of recruitment. The categories of personal information that we process include the following:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Dates of birth, marriage and divorce



- Gender
- National Insurance number
- Location of previous employment or workplaces
- Recruitment information (including copies of right to work documentation, references and other information included in an application form or cover letter or as part of the application process)
- Evidence of how you meet nationality rules and confirmation of your clearance by the Disclosure and Barring Service. This can include passport details, nationality details and information about convictions / allegations of criminal behaviour.
- Qualifications and educational history and, where relevant, the subjects taught
- Evidence of your right to work in the UK / immigration status

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To comply with safer recruitment guidance
- To make a decision about your recruitment
- To check that you are legally entitled to work in the UK
- To enable an application for clearance from the Disclosure and Barring Service
- To assess your qualifications
- To ascertain your fitness to work
- To prevent fraud
- Equal opportunities monitoring

### **Special Category Data**

In addition we may also process certain special category data as follows:

- Information about your race or ethnicity
- information about your health, including any medical condition, health and sickness records

### **Information relating to criminal convictions or offences**

We may also process information about criminal convictions/allegations and offences.

### **Legal Basis for Processing**

Under the GDPR, the legal basis we rely on for processing personal information for general purposes is:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Application Form
- Letter of application
- Employer references
- Documents you provide as part of the recruitment process

Whilst the majority of the information that you provide to us is mandatory, some of it is requested on a voluntary basis. By completing and returning the application and



recruitment forms you are consenting to our collection of your data. There may also be circumstances in which your failure to provide certain information when requested, means that we will not be able to enter a contract with you (such as providing proof of identity or qualifications).

### **Data Sharing**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Before appointment to Lancaster Girls' Grammar School the successful candidate will be required to complete a check with the Disclosure and Barring Service. Information and documents you provide at interview will be shared with a third-party service provider, Atlantic Data Ltd, for the purposes of carrying out this check. You will be required to complete this check online, for which your specific consent will be requested at the time. Ofsted, during a school inspection, may request evidence of the school's compliance with safer recruitment guidance. In this case access to your data may be permitted, but no data will be transferred.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. Details are available on request.

### **How do we store your information?**

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post. If you are not appointed to the school, your personal information is retained and disposed of six months after the interview date. If you are successful, your personal information will be retained as part of your personnel record and subject to the school staff privacy notice.

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact our Data Protection Officer on [dpo@lggs.lancs.sch.uk](mailto:dpo@lggs.lancs.sch.uk).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Data Protection Officer in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on [dpo@lggs.lancs.sch.uk](mailto:dpo@lggs.lancs.sch.uk).