



Leodis  
Academies  
Trust

# Trust Estates Manager Information Pack

# Contents

Welcome	Page 3
Leodis Academies Trust	Page 4
Values and Aims	Page 5
Staff Benefits & Wellbeing	Page 6
Job Description	Page 7
Person Specification	Page 10
Application Procedure	Page 11
Recruitment Process	Page 13



LEODIS ACADEMIES TRUST  
c/o Blackgates Primary Academy, Smithy  
Lane, Tingley, Wakefield, WF3 1QQ



0113 887 3600



[humanresources@leodis.org.uk](mailto:humanresources@leodis.org.uk)



<https://www.leodisacademiestrust.com/>



# Welcome

Dear Candidate

Thank you for your interest in applying for a role working for Leodis Academies Trust. We hope the information provided will encourage you to seriously consider becoming part of our growing Trust.

Leodis Academies Trust was established in April 2016 to formalise the collaborative working of four high performing schools within close proximity of one another. In September 2018, Blackgates Primary Academy joined the Trust cementing our place at the heart of the Tingley and Ardsley Community. Leodis offers young people the opportunity to experience consistency and security in their education from 2 to 18 years old; from the start of nursery to the end of sixth form and into adulthood.

Leodis Academies Trust and our individual Academies are committed to 'Forging Young Futures'. To do this, each Academy has its own ethos and identity and has the freedom to develop individually as well as working collaboratively to secure high quality outcomes for all its young people. By providing an extensive curriculum both within and beyond the classroom we cater for the wide range of talent and ability that our students have to offer. We work tirelessly to improve the life chances of all our young people and support them to make a positive contribution to their community.

Whilst Leodis consists of schools closely geographically located, the Trust works collaboratively with a wide range of partner organisations both locally in Morley and south Leeds as well as further afield with our Initial Teacher Training partnerships, Universities and employers.

Our positive outlook and excellent reputation enables us to attract and sustain high quality staff teams led by exceptional leadership teams. We value our staff and the experience that they can bring to the Trust so that we can continue to build on our strengths. Those we recruit need to demonstrate that they want to be part of the collaborative working culture upon which we pride ourselves. We want to be the employer of choice in the area and working for the Trust, you will be able to access the many staff benefits on offer.

More detail on the role itself is contained in the Job Description later in this document.

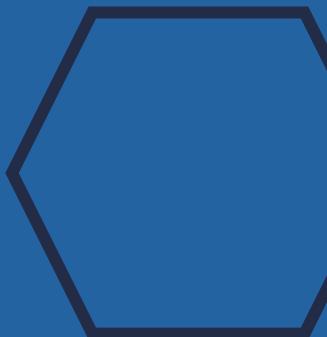


I hope that the information provided is of use. If you require any further information or would like to speak to someone about your application, you will find some contact details in the 'Application Process' section of this document.

We look forward to receiving your application.

Mrs Joe Barton

CEO Principal



# Leodis Academies

Leodis Academies Trust was established in April 2016 to formalise the collaborative working of four high performing schools within close proximity of one another. In September 2018, Blackgates Primary Academy joined the Trust cementing our place at the heart of the Tingley and Ardsley Community. Leodis offers young people the opportunity to experience consistency and security in their education from 2 to 18 years old; from the start of nursery to the end of sixth form and into adulthood.

Leodis Academies Trust and our individual Academies are committed to 'Forging Young Futures'. To do this, each Academy has its own ethos and identity and has the freedom to develop individually as well as working collaboratively to secure high-quality outcomes for all its young people. By providing an extensive curriculum both within and beyond the classroom we cater for the wide range of talent and ability that our students have to offer. We work tirelessly to improve the life chances of all our young people and support them to make a positive contribution to their community.



Whilst Leodis consists of schools closely geographically located, the Trust works collaboratively with a wide range of partner organisations both locally in Morley and south Leeds as well as further afield with our Initial Teacher Training partnerships, Universities and employers.

Our positive outlook and excellent reputation enable us to attract and sustain high quality staff teams led by exceptional leadership teams. We value our staff and the experience that they can bring to the Trust so that we can continue to build on our strengths. Those we recruit need to demonstrate that they want to be part of the collaborative working culture upon which we pride ourselves. We want to be the employer of choice in the area and working for the Trust, you will be able to access the many staff benefits on offer.



# Values and Aims

**At Leodis Academies Trust we are committed to developing every young person's full learning potential through a wide variety of educational experiences in an environment that fosters positive relationships based on mutual respect.**

## **Every individual part of the whole:**

Each of our schools have their own identity and ethos that reflects their specific community and the needs of the young people within them. However, they are all underpinned by a strong sense of purpose, order and control which in turn produces confident and enthusiastic young people who value education and the opportunities it affords them.

## **Building on excellence together:**

Not content with focusing on academic excellence we all work hard to shape our young people into fully rounded individuals, ready to face the demands of a rapidly changing society. We access a comprehensive range of support and development services, in-house and externally, to ensure barriers to learning are tackled and their impact on attainment is reduced to allow every young person to make significant progress.

Our positive outlook and excellent reputation enable us to attract and sustain high quality staff teams lead by exceptional leadership teams. Our tireless focus on quality first teaching secures a safe, happy and high achieving learning environment for all our young people. We value every success and celebrate the achievements of all our young people through events, newsletters and our websites.

## **Looking outwards to strengthen within:**

With collaboration at the heart of our work as a Trust we can share good practice, resources, and a philosophy that secures high quality teaching and learning across our schools. We focus on the breadth of curriculum; and value and provide enrichment opportunities for our young people to develop their talents and to find new skills and interests.

Whilst we focus on working together across the schools, we recognise that we cannot grow, develop and fulfil our vision for every young person without strong partnerships. Central to this is the relationship between home and school; strong communication and open, honest dialogue ensuring we know our young people well and can work together to meet their needs.



# Staff Benefits & Wellbeing

**At Leodis Academies Trust we pride ourselves on our collaborative approach to working together. We look for individuals who can contribute to this and make a difference to the academies that form our Trust. In return we can offer:**

- Attractive salaries and annual leave entitlements.
- Free parking on site.
- Enhanced maternity, paternity and adoption leave.
- Auto-enrolment into an attractive pension scheme (West Yorkshire Pension Fund for support staff and Teachers Pension Scheme for teaching staff).
- Access to an Employee Assistance Programme providing confidential support 24 hours a day, 7 days a week, telephone GP appointment, Physiotherapy, Mediation advice and much more.
- Access to job related learning and development opportunities.
- Access to an expanding range of lifestyle benefits including free flu vaccinations and a cycle to work scheme.



# Job Description

## Trust Estates Manager

Working Pattern	Full time – All Year Round
Grade	PO3 – SCP 32-35 £42,840 to £46,142
Contract Type	Permanent
Responsible to	Chief Finance and Operations Officer (CFOO)

### Purpose of the Role

The Trust Estates Manager provides professional leadership and operational management for the Leodis Academies Trust's estate. Reporting to the CFOO and serving as an integral member of the Trust Central Team, the postholder is responsible for the development and implementation of the strategic estates plan. The postholder will play a leading role in the management of capital projects and facilities management contract procurement in accordance with statutory, regulatory and best practice estates, facilities, health and safety and compliance standards. The postholder will oversee Trust sites to ensure a safe, well-maintained environment, conductive to high quality learning.

This is a key role that would suit someone with strong project management, communication and service management skills, and someone who has the drive to deliver excellent customer service to our Academies, staff and pupils.

### Overall responsibilities

- Act as the Trust's Competent Person for Health & Safety (with support from external H&S service level agreements as required).
- Provide comprehensive and professional estates advice and ensure an effective and efficient support service.
- Support the Executive Team and Principals in creating a safe, modern, future-proofed and engaging learning environment.
- Provide regular input to the Trust Strategic Estates Plan, in liaison with the CFOO and Trust Compliance Lead ensuring it meets the Trust's requirements and is viable from a compliance and budgetary perspective.
- Support the effective promotion and operation of a collaborative approach to the delivery of the Trust Estates Plan to enhance the Trust estates.
- Support schools with current PFI contracts and lead on the estate aspect of project expiry of the PFI sites to incorporate into the Trust Estate structure.
- Lead, co-ordinate and manage Estates related project work delivered through School Condition Allocation (SCA), Devolved Formula Capital (DFC) and other grants.
- Develop and monitor relevant policies and procedures to ensure effective estates management across the Trust in line with DfE Good Estate Management Guidance (GEMS)

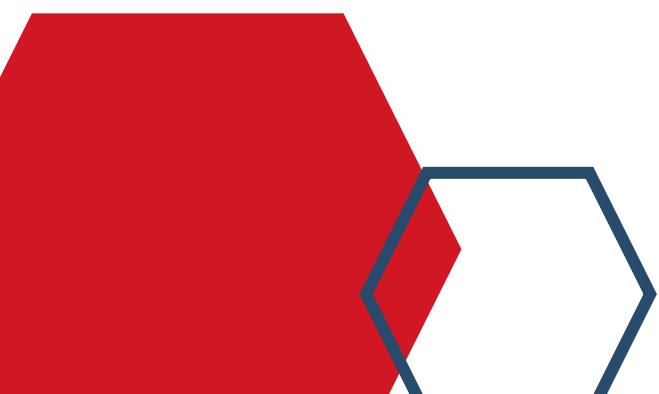
- Support with the identification of future estates and H&S requirements.
- Lead on arrangements with external Estates consultants / providers as required, liaising regarding any issues with health & safety as a priority.
- Work with colleagues across the Trust to ensure delivery of appropriate training on new systems, software and resources is provided.
- Work with the Trust Procurement Team to ensure best value procurement of Estates related services and products within agreed budgets.
- Maintain documentation of all Estates systems and services, including the Building Information Modelling system (BIM).

## Strategic Estates Leadership

- Work with the CFOO and team to develop the Trust Estates Vision and Strategy, ensuring alignment with Trust Priorities and DfE Good Estates Management guidance (GEMS). Lead strategy implementation, monitoring and reporting.
- Provide leadership, co-ordination and guidance for estates development including estate condition, risk and capital planning to the Executive Team, Academies and Trust Board regarding estate condition, risk and capital planning ensuring high quality day-to-day operations.
- Develop and maintain asset management plans, including condition surveys, long-term maintenance strategies and capital investment programmes.
- Work with the Executive Team to develop strategic planning for optimum site operation/utilisation, capacity and future estate expansion or rationalisation.
- Oversee site security policies and procedures.
- Oversee delegated external contracts to ensure they meet Trust policy and value for money requirements.
- Oversee Trust strategy to increase lettings to maximise income streams liaising with key Academy personnel and Estates teams as required.
- Support the Trust Compliance Lead to ensure statutory and non-statutory checks, inspections and servicing are completed on time and to required standards.

## Project and Contract Management

- Lead or support the delivery of capital projects, refurbishments and emergency works.
- Support procurement through competitive tendering processes, ensuring compliance.
- Ensure that appropriate insurance and risk management processes are in place.
- Monitoring, record and escalating compliance concerns during projects.
- Ensure project completion protocols are completed including guarantees, warranties and defect retentions being actively managed.
- Develop and maintain contractual relationships as required.
- Leads developments and manage the Trust strategy on energy management, carbon reduction and environmental compliance in line with the Trust sustainability objectives and government guidance on best practice.
- Oversee utility monitoring systems, energy data reporting, and reduction planning.



## **Health, Safety and Compliance**

- Act as the Trust's Health & Safety Competent Person, advising on policies and procedures.
- Support the Trust Compliance Lead to ensure full statutory compliance across all sites, including but not limited to, fire safety, asbestos, water hygiene, gas and electrical safety and other regulated areas.
- Ensures the Trust Wide health & safety policy is up-to-date and work with Trust Principals and their delegates to ensure its implementation across the Trust.
- Work with the Executive Team and Principals to ensure up to date Business Continuity and Critical Incident Plans are in place.
- Work with the Trust Compliance Lead to implement and monitor trust wide risk assessments and ensure consistent processes for monitoring, recording and escalating concerns.
- Work with Principals and the Estates Team to embed a strong, consistent culture of health & safety across the Trust
- Act as lead contact for external inspections, audits, incident reporting (including RIDDOR) and regulatory engagement.
- Ensure that termly Trust H&S meetings take place and follow up actions are implemented in a timely manner.

## **Estates Team**

- Work with Estates colleagues within the Trust, including those provided by third party contractors to support the strategic estates aims, offering guidance and support as required.
- Contribute to the performance management and professional development of all staff in the Estates team.
- Provide project direction across the Trust, to ensure all work is clearly understood / planned, risks identified and issues addressed.

## **Financial Management**

- Work with the CFOO/Finance Team to set, monitor and manage estates related budgets, reporting regularly on performance.
- Identify efficiencies, sustainability initiatives, and opportunities for income generation or value for money improvements.
- Lead or support applications for external funding streams (e.g. decarbonisation, capital grants).

## **Systems, Reporting & Documentation**

- Develop the Trust's digital estate roadmap (e.g., BIM) and explore new estates information systems developments.
- Produce regular reports for Executive Team, Trust Board and other stakeholders as required.
- Ensure effective and secure recordkeeping aligned with cybersecurity and GDPR requirements.

## General Responsibilities

- Promote the ethos, vision and values of the Trust in all interactions and decision making.
- Maintain professional development and keep up to date with legislative and sector requirements.
- Attend, participate, and lead, meetings, training and working groups as required.
- Respond proactively to Estates developments and how these will impact the work of the Trust and the Academies.
- Show considerable initiative in performing delegated duties, escalating complex issues where necessary.
- Undertake other duties commensurate with the role, including occasional out of hours work.

Leodis Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. All employees of the Trust must be aware of and comply with Trust policies relating to child protection, safeguarding, health and safety, confidentiality and data protection and attend the mandatory training.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis including the ability to work flexibly and after office hours on occasion. They will also require a full UK driving license and have access to a car for work purposes and be able to travel to other sites.

Leodis is a Multi-Academy Trust comprising of Blackgates Primary, East Ardsley Primary, Hill Top Primary, Westerton Primary and Woodkirk Academy. The post holder will be based primarily at the central office at Blackgates Primary Academy.



**Key**  
 A – Application form  
 C – Certificate  
 R – Reference  
 T – Task  
 I – Interview

# Person Specification

## Trust Estates Manager

Person Specification				
Trust Estates Manager				
Qualifications	<ul style="list-style-type: none"> <li>• English &amp; Maths GCSE Grade C or equivalent</li> <li>• NEBOSH General Certificate or IOSH Managing safely (or commitment to achieve within 12 months)</li> <li>• Evidence of study to a Level 3 qualification</li> <li>• Degree/Level 6 or equivalent qualification in Estates or relevant discipline</li> <li>• Full driving licence and ability to travel across Trust sites</li> <li>• Evidence of further professional study/development</li> <li>• Project Management qualifications (e.g. Prince 2)</li> </ul>		E	AIC
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Strong understanding of statutory compliance requirements (fire, asbestos, water, electrical, gas etc.)</li> <li>• Experience of working in an Estates role at management level, with line management responsibility</li> <li>• Experience of working closely with third party suppliers and internal stakeholders to successfully deliver large, complex, multi-team/site projects</li> <li>• Experienced in managing budgets and contracts</li> <li>• Experienced in managing procurement</li> <li>• Experience in education or public sector environments</li> <li>• Experience of developing asset management plans and maintenance schedules</li> <li>• Excellent planning, organisational and problem-solving skills</li> </ul>	E	AIR	

	<ul style="list-style-type: none"> <li>• Knowledge of sustainability, energy efficiency and carbon reduction</li> <li>• Experience using estates compliance software e.g. Every</li> <li>• Experience of using digital estate strategy tools e.g. BIM software</li> </ul>	D	AIR
<b>Skills and Abilities</b>			
	<ul style="list-style-type: none"> <li>• Ability to work positively and effectively with staff and other stakeholders at all levels across the Trust and external organisations</li> </ul>	E	AIR
	<ul style="list-style-type: none"> <li>• Ability to simplify and present complex information to a wide audience, clearly and concisely</li> </ul>	E	ARIT
	<ul style="list-style-type: none"> <li>• Ability to persuade, motivate, negotiate and influence with diplomacy and able to challenge as necessary</li> </ul>	E	ARI
	<ul style="list-style-type: none"> <li>• Ability to work accurately with strong attention to detail, using discretion where required</li> </ul>	E	ARIT
	<ul style="list-style-type: none"> <li>• Aptitude for quickly learning and adapting to new software, online platforms, and evolving technologies</li> </ul>	E	ARI
	<ul style="list-style-type: none"> <li>• Ability to interpret legislation, guidance and technical documentation</li> </ul>	E	ARI
	<ul style="list-style-type: none"> <li>• Flexibility and a 'can do' approach, with strong leadership and team motivational skills</li> </ul>	E	ARI
	<ul style="list-style-type: none"> <li>• Proactive approach to planning and organising work, effectively managing workload and reprioritising as needed to achieve objectives</li> </ul>	E	ARI
	<ul style="list-style-type: none"> <li>• A commitment to the values and vision of Leodis Academies Trust</li> </ul>	E	AIR
	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and following policies and procedures in relation to safeguarding and child protection</li> </ul>	E	AIR



# Application Procedure

For a discussion on this vacancy please contact the school office on **0113 340 0025**

Please apply using the online application form – [click here](#). In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Closing Date	Monday 09 February 2026 @ 9am
Interview Date	TBC

Shortlisted candidates will be contacted with details of the interview process. We will contact everyone who has submitted a correctly completed application form to let you know whether you have been successful or not. If you have not been shortlisted, unfortunately, due to the number of applications that we receive, we are unable to comment and give feedback on your application.

## Safer Recruitment

The schools within Leodis Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

## Equal Opportunities

Leodis Academies Trust is an equal opportunities employer and welcomes applications from all sectors of the community. At Leodis Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Privacy Notice for Applicants can be found on the Leodis Academies Trust website.

# Recruitment Process

Leodis Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## APPLICATION FORM (online process)

You are expected to complete an online application form as the first part of our recruitment process

which can be found on our website [www.Leodis.org.uk](http://www.Leodis.org.uk)

## DISABLED APPLICANTS

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be shortlisted, and we will discuss with you if there are ways in which the post can be modified to meet your needs.

## EQUAL OPPORTUNITY EMPLOYER

Leodis Academies Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated based on their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

## REHABILITATION OF OFFENDERS

The post you are applying for requires you to have a Disclosure & Barring Service check. Prior to your interview you will be required to disclose details of your criminal history as appropriate in line with the Rehabilitation of Offenders Act 2013. Guidance about what you are required to disclose can be found [here](#). Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly.

Failure to disclose required information will result in any offer of employment being withdrawn. A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application. We have a written policy on the recruitment of ex-offenders, which can be found on the Leodis Academies Trust website

## CANVASSING

You must not try to influence any current employee or member of the school governing board or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, governor or Trust member, you must indicate this in the relevant section of the application form.

## REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

## SHORTLISTING & INTERVIEWS

Applicants who meet the requirements will normally be shortlisted for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process. At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

## SALARY SCALES & INCREMENTS

Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff – Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

## PRE-APPOINTMENT CHECKS

### Permission to Work in the UK

Please note that we can only consider applications from British citizens, EU citizens with settled status (in line with right to work guidelines after Brexit) and those holding valid UK visas.

### At Interview

Under the Asylum and Immigration Act 1996, we must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity.

During the period 1 January to 30 June 2021, employers can continue to use European Economic Area (EEA) and Swiss passports and national identity cards as evidence of an individual's right to work in the UK.

As evidence of your right to work in the UK, you will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below. Alternatively you can provide your right to work share code to us so that we can check online your right to work in the UK.

#### List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card. EEA and Swiss nationals who are in the UK before 31 December 2020 have until 30 June 2021 to apply for either settled or pre-settled status, which will give them the right to work in the UK.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A Biometric Residence permit or current passport endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

#### List 2

- First Combination of two documents

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
- Plus, one of the following documents:
  - A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
  - A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
  - A certificate of registration or naturalisation stating that the holder is a British citizen; OR
  - A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
  - An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering.

- Second Combination of two documents

- A work visa or other approval to take employment that has been issued by the UK government. Plus, one of the following documents:
  - A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the employment in question; OR
  - A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the employment in question.

## QUALIFICATIONS

### At Interview

Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

## PROOF OF IDENTITY

**At Interview** – In accordance with Keeping Children Safe in Education, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

**At Appointment** – In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

## MEDICAL CLEARANCE

**At Appointment** – Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

# Policy Statement on the Recruitment of Ex-Offenders

- The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristics (e.g. age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, religion or belief, sex, sexual orientation, race/colour/nationality/ethnic origin, disability) or their responsibilities for dependants or their offending background.
- This policy will be made available to all applicants at the outset of the recruitment process.
- The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is usually required for most positions in the Trust. For positions requiring a DBS check, all application forms, job adverts and recruitment briefs will contain a statement that a satisfactory DBS check is an essential condition of employment with the Trust.
- A DBS check will be requested after an offer of employment has been made, and the person has accepted the offer of employment. Therefore, any offer of employment is subject to receipt of a satisfactory DBS check.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Applicants called for interview should provide details of their relevant criminal record by completing the self-disclosure form which will be sent to them when they are invited for interview. This form should be given to the Chair of the interview panel. This is to ensure that only those who are entitled to see the information are privy to it. If you are unsure what constitutes a relevant criminal record, please refer to [this document](#) for clarification.
- Failure to provide full details of a criminal record or information that is directly relevant to the position sought could lead to the offer of employment being withdrawn or dismissal if the successful candidate has already commenced employment in the post.
- The Trust will take advice from a suitably trained person (usually the Trust's HR Manager or Legal Adviser) to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.
- The Trust makes every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- The Principal (or designated senior manager) and the HR Manager will be made aware that all information in relation to previous convictions given by applicants must be treated in the strictest confidence.
- The Trust undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.



Email: [humanresources@leodis.org.uk](mailto:humanresources@leodis.org.uk) | Phone: 0113 340 0025

Registered Office: Blackgates Primary Academy, Smithy Lane, Tingley, WF3 1QQ