



Lancaster Girls'  
Grammar School



## Recruitment Information Pack

# Welcome from the Headteacher

Thank you for your interest in working at Lancaster Girls' Grammar School.

At LGGGS, we are dedicated to providing a vibrant and inclusive learning environment that empowers each student to thrive academically, personally, and socially, and we welcome applications from like-min professionals.

Within this Recruitment Information Pack you will find the key information about life and working at LGGGS, and our recruitment process.

Each recruitment advert includes a 'Role Profile' which gives an overview of the types of duties to be undertaken and the skills and experience that we are looking for, but is not prescriptive or exhaustive - so please get in touch if you would like to visit the school or discuss the role before applying.

I look forward to receiving your application.

Yours faithfully,



Mr Christopher Beard  
Headteacher



# About the School



Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGs enjoys a city centre location. The main site includes a range of different building from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.

In 2011, LGGs became an Academy. There are currently just over 1,000 students on roll with five-form entry into Year 7. The admission policy prioritises girls from the Lancaster District, but students do travel to the school from a wider area, including Preston. A high proportion of students continue into the Sixth Form after Year 11 and the school welcomes a number of external students into Year 12. The Sixth Form curriculum is broad, with enrichment and wellbeing options alongside a wide range of A levels, Maths, Biology and Chemistry are the most popular subjects at A level.

The school is known nationally for its academic excellence. LGGs is consistently ranked in the top 100 most successful state school nationally.

We are very proud of our inclusive community. Valuing diversity and promoting equality are important aspects of LGGs life. This can be seen through the work of the school's Equality groups. LGGs has an outward looking approach and strong international links. We work with the Ripley ITT Partnership. The school has links with EducAid, a Sierra Leone education focused charity. International Week includes numerous workshops run by students, an International Fashion Show and a hugely popular International Food Fair.

In our recent staff survey 100% of staff responded that they were proud to work at LGGs and 99% enjoyed working at the school. Last year saw a number of retirements with the result that new staff have joined the school, bringing with them a range of experiences and ideas. We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers. Staff are keen to enhance their professional knowledge and with seven teachers completing their NPQ qualifications last year. Staff also appreciate the positive behaviour and high attendance of students at LGGs. Our students are articulate, keen to participate and ambitious for themselves.



## Our vision and values

At Lancaster Girls' Grammar School, we envision a vibrant learning community where each student is empowered to excel academically, develop resilience, and embrace their role as a responsible global citizen.

Our commitment to fostering a culture of excellence, inclusivity, and innovation prepares

students to navigate the challenges of the future with confidence and integrity.

Through a balanced and forward-thinking education, we aim to inspire lifelong learners and compassionate leaders who positively impact the world.

This is underpinned by our core values of:

### Excellence

At Lancaster Girls' Grammar School, we uphold a commitment to excellence in all aspects of education. We strive for academic rigour, innovative teaching methods, and continuous improvement to ensure that every student reaches their full potential and excels in their chosen pursuits.

### Empowerment

Empowering our students is at the core of our mission. We aim to equip each young person with the knowledge, skills, and confidence needed to navigate a dynamic world successfully. Through a holistic approach to education, we inspire resilience, leadership, and a sense of social responsibility, empowering our students to shape their own futures.

### Innovation

Embracing a spirit of innovation, we encourage curiosity, critical thinking, and creativity. We believe in preparing our students not only to adapt to change but to lead it. By fostering a culture that values new ideas and approaches, we equip our students with the tools to become forward-thinking contributors in a rapidly evolving global landscape.

### Belonging

We value and celebrate diversity, fostering an inclusive and supportive environment where every student feels a sense of belonging. Our commitment to inclusivity extends beyond cultural and social differences, recognising and respecting the unique strengths and perspectives that each individual brings to our school community.

## Living and working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry, such as Warburtons, provide a range of employment opportunities in Lancaster. Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival,

Light up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live. Lancaster is easily reached from all over the UK. Just over two hours from London and Edinburgh on the West Coast Line, Lancaster is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

## Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:

- National contractual terms and pay: LGGS adopts the national School Teachers' Pay and Conditions ('Burgundy Book') for teaching staff, and the National Joint Council (NJC 'Green Book') terms for support staff, guaranteeing that we match or exceed national terms for education staff pay.
- Access to a competitive company pension scheme: Teachers' Pension Scheme (teaching staff) or Local Government Pension Scheme (support staff).
- Enhanced annual leave (holiday) allowances for support staff: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave.
- Enhanced occupational maternity/ paternity/ adoption leave allowances.
- A comprehensive range of personal and professional development opportunities, including access to The National College's full suite of courses.
- Access to health and dental care plans via salary sacrifice.
- Access to pro-active health and wellbeing promotion schemes, including discounted 3-1-5 Gym membership, funded 'flu vaccinations and funding for eye tests.
- Employee Assistance Schemes including access to advice and counselling.
- Occupational health support such as physiotherapy.
- Retail discounts via BlackHawk Extras.
- Cycle-to-work purchasing scheme and secure cycle storage on-site.
- On-site gym with discounted membership rate.
- On-site canteen.

## Visits and general discussions

Further information about Lancaster Girls' Grammar School can be found on the school website [www.lggs.org.uk](http://www.lggs.org.uk).

In addition, candidates are warmly encouraged to take an informal opportunity to visit the school or arrange for an informal discussion with the Headteacher prior to applying. Please email [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk) or telephone 01524 581661 to arrange a visit or call.

## How to apply

Please ensure you complete the [mynewterm](#) online application form as fully as possible, and provide a covering letter which clearly explains your reasons for applying to work at Lancaster Girls' Grammar School and addresses how your particular strengths and experience to date meet the person specification.

**Applications must be submitted on the provided application form** – for safeguarding reasons we cannot accept CVs or applications submitted through other platforms such as Indeed or TES.

Please also provide a supporting statement (on no more than two sides of A4), either within the application form or as a covering letter. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

**Your completed application, including your letter and supporting documents, should be** addressed to the Headteacher and be submitted via [mynewterm](#) by the closing date.

All applications will be acknowledged on receipt.

We reserve the right to close any vacancy early, before the closing date, if we receive sufficient applications.

If you have not been contacted within two weeks of the application deadline, please assume that your application was unsuccessful on this occasion.

## The recruitment process

The closing date for applications, shortlisting date and provisional interview dates are detailed in the recruitment advert.

Shortlisting will take place shortly after the application closing date, and shortlisted candidates will be informed as soon as possible thereafter.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

The selection process and interviews for shortlisted candidates will take place at the school.

# 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.

## Safeguarding Statement

Lancaster Girls' Grammar School is fully committed to safeguarding and promoting the welfare of all young people and expect all staff to share this commitment.

The health, safety and well-being of every student is our paramount concern. We ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff. For details, please see our Safeguarding and Child Protection Policy on the [LGGs website](#).

At LGGs all staff must understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for.

If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided. You will also commit to the LGGs Code of Conduct for all staff.

## 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).