



Meridian  
Trust



Weldon  
Village  
Academy

# DATA & EXAMS MANAGER

For Meridian Trust & Weldon Village Academy

## Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a

human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems.

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.

## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

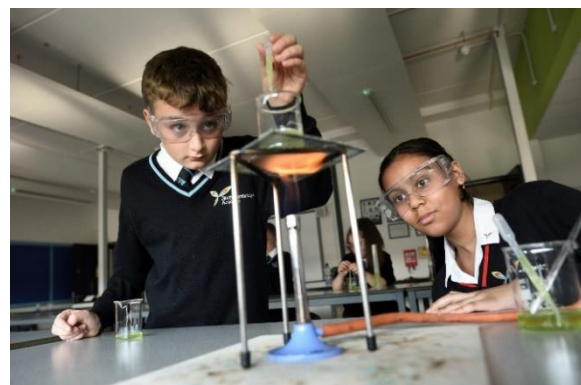
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, six 11-16 schools and five 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff

throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping

them with the values, attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



## A Warm Welcome from Matt Norris, Principal at Weldon Village Academy

&

## Andrea Wilson, Data Services Manager at Meridian Trust

Thank you for taking an interest in our post. We wish to recruit a Data & Exams Manager in a combined role to serve Weldon Village Academy and also the wider Meridian Trust's core data services team in their support of MI data for the wider trust.

The role is to provide effective management for staff at Weldon, and within the wider Trust, with the use of data and MIS systems, and (at Weldon only) the administration of examinations.

The successful candidate will understand the importance of keeping data accurate and helping it to be used in a simple and meaningful way. The successful candidate will have excellent IT skills, be highly organised and experienced in using and maintaining information management systems, ideally in a school environment. Familiarity with Bromcom would be an advantage.

The examinations element of the role is to administer all internal and external examinations within Weldon Village Academy and ensure that examinations are smoothly conducted, following the prescribed rules and regulations. This part of the role will grow as the school does and training will be provided.

Meridian Trust are determined that Weldon Village Academy will continue to be an inspiring place for young people to learn but also a stimulating, engaging and rewarding place for staff. We value staff time and are committed to supporting the wellbeing and work/life balance of staff. There is the potential for some flexible working in the first year however there will be days where the successful candidate will be based at Meridian Trust Core Offices, in Sawtry or within the school at Weldon. Alongside this there will be the opportunity to visit other schools within the trust in a supporting role. I hope you can see the tremendous opportunity that this role offers and welcome informal conversations ahead of potential applications.

I hope that when you have considered the information provided in the information pack and on the My New Term microsite, and visited our [website](#), that you will make an application for this very important post.

If you would like an informal discussion or further information about the role, please email [recruitment@meridiantrust.co.uk](mailto:recruitment@meridiantrust.co.uk).

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking & Cycle to work scheme
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff including access to an online GP service
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave
- Blue light discount scheme & online 'Vivup' benefits portal
- <https://www.meridiantrust.co.uk/jobs-and-training/benefits>

## How to apply

To apply please complete the online form on the My New Term. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

### Closing Date:

Monday 13<sup>th</sup> January 2025 @ 9am

*We reserve the right to close the advert early if a suitable candidate is found. Early applications are encouraged.*

### Interviews:

Thursday 23<sup>rd</sup> or Friday 24<sup>th</sup> January 2025

### Location:

This role is split between Meridian Trust HQ, which is based at Sawtry Village Academy (PE28 5TQ) and Weldon Village Academy (NN17 3GE)

### Applying:

For any questions about the application process please contact [recruitment@meridiantrust.co.uk](mailto:recruitment@meridiantrust.co.uk)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

## The Role

We are seeking to appoint an enthusiastic, independent and motivated Data & Exams Manager to work within our core trust data services team, with specific responsibilities for Weldon Village Academy.

This is a unique opportunity to play a key part to instil the virtues and values within a school, but also to work with wider trust colleagues and meet and support the data needs of schools across Meridian Trust. This is a new role for us, which will see the postholder dividing their time across the week, working for the Core data team 3 days, and a further 2 days focused specifically to support Weldon Village Academy.

Within the Meridian Trust data team, you will be part of a team of data colleagues who manage our trust Bromcom data system, provide reports to executive & curriculum leaders and provide support to data and exams colleagues based in our primary, secondary and special schools. This aspect of the role will enable you to build a full understanding of the Bromcom system (full training will be provided) in supporting the trusts schools alongside direct implementation to develop the system at Weldon Village Academy.

Weldon Village Academy, which opened in September 2023, currently only have Year 7 and Year 8 in their current intake but will eventually run a vertical tutoring model with six houses, including a 6<sup>th</sup> form house and will have 1500 pupils. As the school expands, the role will become more focused on the school, but for the next few years the role will be shared between Weldon Village Academy and the core Trust data team. This will mean some split site working (travel costs reimbursed) and also has potential for some remote working.

As the Data & Exams manager at Weldon Village Academy you would provide effective support and leadership for staff with the management of data, administration and examinations within the school. You would be responsible for ensuring that the school's information management system is up to date and working well. You would be able to provide specific data that teachers and leaders need in a format that allows it to be easily interpreted and used.

As the school grows the role will involve a greater focus on the effective administration of both internal and external examinations including the recruitment and management of a team of exam invigilators as required.

The Meridian Trust is rightly proud of all students and staff within our schools. Our newest school, Weldon Village Academy is at the heart of the community and a school where every child is known, valued and supported, values intrinsic to Meridian Trust Schools. If you think you have the skills, experience and positive outlook needed for the role, we look forward to welcoming your application.



## JOB DESCRIPTION

|                 |  |
|-----------------|--|
| Job Title:      | Data & Exams Manager   |
| JD Reference:   | STD ADM 07   |
| School/Academy: | Meridian Trust Head Office (Sawtry) & Weldon Village Academy         |
| Weeks:          | 52   |
| Hours of work:  | 37 hours   |
| Salary:         | Grade 9  |
| Responsible to: | Meridian Trust Data Services Manager & Assistant Principal at Weldon |

|                 |  |
|-----------------|--|
| Role:           | To support data projects and systems for schools across the Trust & to specifically manage all student data and exams at Weldon Village Academy.   |
| Purpose of job: | To be a key member of the Trust's Data Services Team in implementing best practice across all trust schools with regards to their overall use of Bromcom.<br>To support the Weldon Senior Leadership in raising student achievement by ensuring all data, logistics and statutory obligations are met for student data and examinations. |

### Responsibilities and Accountabilities:

- Manage and maintain accurate records for all student data.
- Collate, organise, and provide effective, clear student progress data to teachers, leaders, and parents.
- Prepare Bromcom for the new academic year including the bulk input of student data and maintain changes as required throughout the year.
- Develop the use of Bromcom and support staff in their day-to-day use of the system.
- Oversee the effective examination service for students, staff, and parents/carers.
- Ensure that the school provides accurate timely data for all external agencies (DfE, LA, Media etc) as and when required.
- Develop the capacity for flexibility in timetabling.
- Oversee the import and processing of KS2 data providing detailed student information to enable staff to have a more effective basis for their teaching and student learning in Year 7 and throughout year groups.
- Maintain and manage student academic data including SAT scores, reporting attainment and ATL grades for pupils of all years as specified in Monitoring Calendar with Bromcom.
- Assist parents/carers in understanding the data provided and to seek their support in evaluating the effectiveness of school communications.
- Oversee the production of this data analysis to enable effective self-evaluation at cohort, House, and Curriculum Area/Subject level.

- Oversee the provision of relevant data in a format understandable by a wide audience of staff and offer a supportive role to staff in understanding the data given in order that all at the school can add the maximum value to all its pupils.
- Provide external agencies data required for the adherence of school's statutory requirements.
- Continue to develop the use of data within each school, nationally, locally and within Meridian Trust, to raise student achievement.
- Produce the school census returns the accuracy of data and timely submission.
- Provide senior managers with requested data as evidence of teacher's performance of achievement.
- Responsible for the collation, maintenance and support of lesson and tutorial observation data.
- Providing advice and support in response to queries from all trust schools around use of Bromcom, promoting best practice covering all aspects of data collection and use.
- Support all trust schools with their use of Bromcom and associated systems such as My Child At School (MCAS), Student Portals and data analysis tools.
- Promoting wider use of Bromcom reporting and analysis functions for staff to undertake their own data analysis.

### **Specifically for Weldon as the school grows:**

#### **Examinations Management, Leading Examinations and Achievement Team**

- Accountable for the Entry and administrative organisation of, external (GCE, GCSE, EL, BTEC, Online Qualifications) and internal school exams. Ensuring that examinations provide best opportunity for students to achieve, and to restrict wherever possible disruption to other areas of school life.
- Ensure the school complies with Joint Council regulations regarding external examinations. Including storage and security of exam papers and student scripts. Liaising with Curriculum Leaders to ensure that they are aware of changes in regulations and specifications.
- Responsible for collating requirements for and subsequent timetabling of internal Mock exams.
- Liaising with students, parents/carers, and House Teams regarding Special Consideration applications to the appropriate exam boards during each exam session where necessary, and within timescales. Liaising with Curriculum Support regarding Access Arrangement Applications and making the Exam Board applications within timescales. Joint management of the Curriculum support students' exam timetable organisation.
- Management responsibility for the Examinations Budget and the Invigilators' Staffing budgets, to include provision of projected budgetary figures for exam cost about exam entries and invigilator expenditure.

- Ensure that students and parents/carers are kept well informed of the examination process and the school's expectations of them and to include in Assembly Presentations.
- Responding to parental and student questions relating to exams within the school.
- Receive and analyse results on official results days, making results available to staff, school management team, and governors in formats that enhance their ability to evaluate performance. Responsible for the distribution of Exam results to pupils and Media.
- Responsible for the safe distribution of exam Certificates to students.

#### **Administration:**

- To be fully competent in the use of Microsoft Office packages and to use school based MIS packages: Bromcom and My Child at School (MCAS). Full training will be given.
- Respond and deal with data enquiries from students, parents/carers, staff and other external professional bodies.
- Assist with the administration of the school MCAS and student portal system.

#### **Support for School/Academy/Place of work:**

- Participation in staff events and meetings as required.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.

#### **Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

#### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

#### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.

- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

**Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

## PERSON SPECIFICATION

|  |   |
|--|---|
| <b>Person Specification – Data Manager</b> | <p>Assessment Key:<br/>A = Application Form<br/>I = Interview</p> |
|--|---|

| <b>Education and Qualification</b> |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|------------------------------------|---|------------------|------------------|-------------------|
|                                    | Good educational background with GCSE or equivalent in English Language and Maths   | ✓                |                  | A                 |
|                                    | Appropriate qualification or experience in handling and processing of data  | ✓                |                  | A                 |
|                                    | Degree or equivalent qualification  |                  | ✓                | A                 |
| <b>Experience</b>                  |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                                    | Previous office/reception experience  |                  | ✓                | A/I               |
|                                    | Experience of working within an educational environment   |                  | ✓                | A/I               |
|                                    | Experience of working with external agencies  |                  | ✓                | A/I               |
|                                    | Previous experience of administrating an MIS system   | ✓                |                  | A/I               |
|                                    | Previous experience of using the Bromcom MIS system   |                  | ✓                | A/I               |
| <b>Knowledge and understanding</b> |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                                    | Understanding of the education system   |                  | ✓                | A/I               |
|                                    | Excellent skills in the use of IT systems   | ✓                |                  | A/I               |
|                                    | A sound grasp of the concept of inclusive practice  | ✓                |                  | I                 |
|                                    | Knowledge of the concept of confidentiality   | ✓                |                  | I                 |
|                                    | Awareness of child protection issues  | ✓                |                  | I                 |
| <b>Skills and abilities</b>        |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                                    | Able to use language and other communication skills to ensure parents, pupils and staff members understand and relate to the importance of data | ✓                |                  | I                 |

|                           |  |                  |                  |                   |
|---------------------------|--|------------------|------------------|-------------------|
|                           | Excellent written and oral communication skills                    | ✓                |                  | I                 |
|                           | Ability to contribute to team meetings and contribute ideas        | ✓                |                  | I                 |
| <b>Personal Qualities</b> |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                           | Willingness to undergo further training and development            | ✓                |                  | I                 |
|                           | Positive and enthusiastic approach towards work                    | ✓                |                  | I                 |
|                           | Ability to act on own initiative                                   | ✓                |                  | I                 |
|                           | Kindness and empathy towards students and colleagues               | ✓                |                  | I                 |
|                           | Ability to work as part of a team effectively                      | ✓                |                  | I                 |
| <b>Child Protection</b>   |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                           | Support the Academy policies on safeguarding and child protection. | ✓                |                  | A/I               |
| <b>Other</b>              |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|                           | Flexibility of working hours                                       | ✓                |                  | A/I               |

## Meridian Trust, A Great Place to Work



We care passionately about our staff, their well-being and professional development and this is reflected in the fact that we are an enthusiastic team committed to working collaboratively and sharing the very best practice.

We can offer:

- a strong team environment that takes staff wellbeing seriously;
- an opportunity to develop your curious mind in other areas of the trust;
- a dedicated senior team who want to see staff progress and flourish in their career;
- an active teaching and learning research and development opportunities;
- a post with the potential for future progression both within this role and the wider trust;
- support from the all areas of the trust, including numerous CPD opportunities in a wide range of subjects;
- a full induction programme alongside weekly training sessions and staff meetings to ensure effective communication;
- a trust with a passionate commitment to staff development;
- Employee Assistance Programme to help support you in everyday life as well as career decisions;
- free on-site parking at all schools within the trust.



A full list of staff benefits is available on our website -

<https://www.meridiantrust.co.uk/jobs-and-training/benefits>

## About Weldon Village Academy

Weldon Village Academy is the thirteenth secondary school in Meridian Trust and will grow to become a school of 1500 students, including a 6<sup>th</sup> form of 300. Situated in a new and growing housing estate in Weldon, approximately 2.5 miles from Corby town centre, it will be one of the most technologically advanced schools in the country. The school will be fully built upon opening, rather than a modular build, with excellent sporting facilities including a full-sized sports hall. We are excited to begin this new journey for the trust and the young people of Weldon and the surrounding area, and hope that you will apply to join us on this unique journey.

Weldon is a suburban village and civil parish on the eastern outskirts of Corby, Northamptonshire. The village is listed in the Domesday Book as 'Weledene', in the Colby Hundred. In 2001 the parish's population was 1,644 people, increasing to 2,099 in the 2011 Census. Weldon is growing at a rapid speed with the arrival of the new building developments 'Weldon Park', 'Winchelsea Gate' as well as 'Priors Hall' located on the outskirts of the village. There are regular bus services from Weldon to Corby and further afield (X4 Milton Keynes – Peterborough – Milton Keynes).



Corby lies to the north of Northamptonshire and is the 11th smallest local authority in the UK, it covers 31 square miles and is situated in the heart of England with excellent road links via the A14 to the M1, M6 and A1, together with a direct passenger rail service to London. Corby has been named as the fastest growing borough outside of London, with a population (standing at 72,200 in 2019 according to Nomis) which is expected to continue increasing as the borough continues to grow.

The town was at one time known for its steelworks. Recently, Corby has undergone a large regeneration process with the opening of Corby railway station and Corby International Pool in 2009 and the Corby Cube building in 2010.



## Safeguarding

Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process. Meridian Trust is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the school follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below.

**Disclosure:** All applicants for employment are required to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions Except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on the school website. If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

**Shortlisting:** Only those candidates meeting the person specification criteria will be taken forward to interview. NB: CVs are not accepted.

**Interview:** Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

**Reference checking:** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.



**Probation:** All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students. The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.

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

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***