Recruitment Pack

Role: Director of Finance

Closing date: Friday 5th September 2025 at 9am



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**Message from Rebecca Meredith CEO**

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website <https://www.transformtrust.co.uk/> or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equity and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration “Together we Achieve”.

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust

**2. Transform Trust**

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice

We currently have over 9,300 children in 26 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1,420 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus

|  |  |  |  |
| --- | --- | --- | --- |
| School | LA | Date joined Transform | Current Ofsted grading |
| Abbey Hill Primary | Nottinghamshire | 1 April 2024 | Good (April 2023) |
| Allenton Community Primary | Derby | 1 January 2015 | Good (April 2023) |
| Ashbrook Junior | Derbyshire | 1 September 2020 | Good (June 2023) |
| Breadsall Hill Top Primary | Derby | 1 July 2017 | Good (October 2021) |
| Brierley Forest Primary | Nottinghamshire | 1 October 2022 | Inadequate (November 2021 |
| Brocklewood Primary | Nottingham | 1 January 2015 | Good (March 2023) |
| Bulwell St Mary’s C of E Primary | Nottingham | 1 August 2016 | Good (October 2024) |
| Burford Primary | Nottingham | 1 August 2016 | Good (May 2019) |
| Cantrell Primary | Nottingham | 1 March 2025 | Inadequate (March 2024) |
| Edale Rise Primary | Nottingham | 1 April 2014 | Good (June 2023) |
| Highbank Primary | Nottingham | 1 October 2013 | Good (Feb 2023) |
| Holgate Primary | Nottingham | 1 June 2025 | Good (July 2023) |
| Lawn Primary | Derby | 1 December 2019 | Outstanding (June 24) |
| King Edward Primary | Nottinghamshire | 1 June 2024 | Good (July 2023) |
| Parkdale Primary | Nottinghamshire | 1 July 2018 | Good (November 2022) |
| Pear Tree Community Junior | Derby | 1 July 2017 | Good (November 2021) |
| Ravensdale Junior | Derby | 1 September 2019 | Good (September 2023) |
| Robert Shaw Primary | Nottingham | 1 June 2017 | Good (September 2021) |
| Rosslyn Park Primary | Nottingham | 1 January 2015 | Good (October 2023) |
| Sneinton St Stephen’s C of E Primary | Nottingham | 1 January 2013 | Outstanding (January 2024) |
| South Wilford Endowed C of E Primary | Nottingham | 1 January 2018 | Good (December 2022) |
| Sutton Road Primary | Nottinghamshire | 1 August 2024 | Good (March 2019) |
| Whitegate Primary | Nottingham | 1 July 2017 | Good (September 2021) |
| William Booth Primary | Nottingham | 1 June 2017 | Good (October 2021) |
| Woodland View Primary | Nottinghamshire | 1 May 2023 | Requires Improvement (April 2019) |
| Zaytouna Primary | Derby | 1 September 2018 | Good (September 2023) |

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and mentoring for our Headteachers to bespoke CPD for teaching and support staff. This is through Transform’s unique and highly regarded CPD offer Transform Applied [www.transformapplied.co.uk](http://www.transformapplied.co.uk).

In 2021 the Teaching School model was changed nationally so although no longer a Teaching School we now work closely with Flying High Teaching School Hub. We are also strategic partners in East Midlands Maths Hub and Derby Research School. Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, we have a team of Governance, Safeguarding, Programme / Project, Finance and Human Resources specialists who ensure all the functions of the Trust operate effectively and efficiently. Each service area has an Executive Lead responsible for setting the strategy for improvement and development.

**Our Purpose**

To be an innovative and inclusive Trust working for all children.

**Our Vision**

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

**Our Values**

Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect,

Kindness,

Equity,

Creativity

Key facts:

* We host a Children’s Parliament, Children’s Celebration, Sports and Arts festivals and work together to support children and families with SEND – we care passionately about the whole child.
* Our unique Trust Guardians group provides school support, guidance and challenge to ensure children are kept safe, attend, have equal access and their welfare promoted.
* We employ over 1420 staff and enjoy a high staff satisfaction rate. We recognise that our school leaders and teams are our most important resource and we value their work, passion and commitment. We recognise the importance of staff welfare and a managed workload, and the place that wellbeing plays in the recruitment and retention of staff.
* We don’t operate performance related pay for Main Pay Scale teachers- you will increment each September up to Main pay point 6 unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been addressed through support provided by the school by the conclusion of that process. Thereafter you must apply to move through threshold.
* Support staff increment each April up to the maximum point for their grade
* We undertake an annual staff survey plus termly shorter surveys to gather your views and make changes to help shape our Trust.
* We encourage staff to undertake training and development, and where appropriate, to explore new challenges within their own school or through opportunities for secondments or promotions to other schools within the Trust. Professional development is key to our success. We work closely with Flying High Teaching School Hub and other strategic partners to produce bespoke CPD.
* We encourage the sharing of good practice between schools and have set up Professional Learning Communities (network groups) and partnerships to support this. We have a well-developed secondment policy and system across the Trust that allows opportunities for people to develop their potential in a different role.
* Running through our core principles is the FED style of leadership (Future, Engage Deliver) and we work closely with the founder, Steve Radcliffe to deliver this.
* Prior to Covid we held a whole Trust Inset day each October where we come together to “learn together”
* We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
* We offer staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts, discounted gym/leisure membership at some local authority run leisure centres, free eye tests for those who use VDU equipment; we offered ‘flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
* We have a highly-skilled team that offer Trust schools tailored teaching and learning and leadership support. The team work directly with schools and facilitate collaborative planning and Continuing Professional Development (CPD) across the Trust through our high regarded CPD service www.transformapplied.co.uk.
* Our dedicated Trust Associates deliver a comprehensive annual calendar of over 40 high quality CPD programmes meeting the needs of our staff. These include coaching, reading specialist, TA workshops, mastery maths, early years leadership, curriculum development, NQTs and digital teach-meets.
* We have Lead Associates driving key strategic areas such as Equality, Diversity and Inclusion, Talent, Wellbeing and Early Career Teaching as well as a Lead Associate driving the development of Transform Applied.
* Access to apprenticeship levy funded training to enhance our CPD offering.
* Transform has trained over 100 new teachers through our School Direct partnership with the University of Nottingham. In 2019 we established School Direct Derby in partnership with the University of Derby.
* We also run ECT Programmes to nurture and develop our early career teachers working in partnership with Flying High Teaching School Hub.
* In 2017 we launched our Transform Enrichment Diploma (TED) which provides an age-related framework for enrichment to access a range of activities to develop skills, talents and character for all our pupils.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website <https://www.transformtrust.co.uk/policies/>

**3. About the Role**

**Director of Finance**

**Salary: Transform Trust Director Pay Range: £61,865 - £71,718 FTE per annum (Pay Award from September 2025 pending)**

**Full time and all year round.**

**Based at Unit 11, Castlebridge Office Village, Nottingham NG7 1LD**

Following the promotion of our well-established Director of Finance, Transform Trust is delighted to offer an exciting opportunity for a talented and ambitious finance leader to join our team. This role is crucial in not only continuing to embed the strong financial stability we’ve achieved across our schools but also leading on future sustainability. The role reports directly to the CFO and is a key leadership role at the centre of the Finance Team. You will also join a diversely skilled team of Directors across Transform ensuring the Executive Team are operationally supported to achieve the Trust’s strategic aims.

You will lead the delivery of our finance function - covering audit, financial reporting, systems, controls, and process improvement - ensuring our financial operations are robust, forward thinking, and aligned to our strategic goals. You will also line manage, professionally support and develop a team of finance professionals, helping drive improvement in the way our central services operate alongside our group of Directors.

We are looking for someone with strong technical knowledge, effectively able to lead teams, and the credibility to influence at all levels - from school office teams and leaders to trustees. Equally important is a wish and desire to ensure every child in Transform benefits from effective financial management and understanding the key role we play in ensuring this happens.

Transform Trust is a Multi Academy Trust with over 9300 children and 1420 staff across 26 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We are a Trust that is continuing to grow and has a well-regarded and innovative model that enables long term growth and excellence. At our core are values and a clear educational ethos which supports continuous improvement and has children at its heart.

If you are a strong finance leader that would like to develop and impact in a challenging but rewarding environment this is the role for you. In addition, you will be an ambassador for the Trust and must have a customer-facing approach in your interactions with our schools

Essential skills required for the role:

* Qualified Accountant
* A Business Partnering or Divisional Finance background (sector knowledge is helpful but not essential)
* Communicating finance insights to non-finance professionals
* Competence on MS365 – ie, Sharepoint, Outlook, Excel, Word
* In depth knowledge of leveraging value from financial systems
* Line management competency

**Closing Date for Applications: Friday 5th September 2025 at 9am**

**Interviews will be held the week commencing 8th September 2025**

**How to Apply:**

Equality and diversity matter to us.  If you think you’d be suited to one of our roles we’d love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality. We are a Disability Confident Committed Employer and as such anyone who is registered disabled and meets the essential person specification criteria will be shortlisted for interview.

Please complete the online application form which you will find on the Transform Trust website:

<https://transformtrust.face-ed.co.uk/vacancies>

Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for.

If you would like an informal discussion about this opportunity, please contact Steve Cox on telephone number: 0115 982 5090

**Transform Trust** is a Trust with over 9,300 children in 26 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We promote and embrace the local autonomy of each of our schools and we are an enabling organisation rather than a directive one.

We believe education has the power to transform lives and communities. Our Vision is to provide high quality education and deliver the best outcomes for children.

We can offer you:

* A friendly, welcoming team who will support your introduction and development in role.
* Unrivalled opportunities for professional development through our schools and Transform Applied, Transform’s unique and high regarded CPD service [www.transformapplied.co.uk](http://www.transformapplied.co.uk)
* Trust support networks;
* Access to the Trust’s developmental Talent Pool;
* An opportunity to influence strategic Trust-wide groups such as Guardians (Safeguarding), Sustainability (Environmental impact), DEIB and Wellbeing strategy across the Trust.
* Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts
* Annual staff survey to allow you to provide us with feedback on what it’s like to work for us
* Children’s/staff events which celebrates the successes and achievements of our children and staff

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children

**All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education.**

**All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children.**

**4. Job Description and Person Specification**

**Job Description**

|  |
| --- |
| **Transform Trust Central Team** |
| **Post Title: Director of Finance** |
| **Grade/Pay Range: Trust Centre Director: Director Pay Range: £61,865 - £71,718** |
| **Hours/weeks: 37 hours per week all year round** |
| **Reporting to: Trust Chief Finance Officer** |
| **Responsible to: Board of Trustees Transform Trust** |
| **Department/Team: Trust Finance** |

**Overall Purpose of Post**

* The overall purpose of this post is to provide operational finance leadership for a Multi Academy Trust (MAT) comprising 28 schools, with an ambition to continue to grow.
* Lead on the production of regulatory financial returns/submissions for the MAT, a publicly funded company limited by guarantee.
* Provide appropriate operational financial reporting to enable the Trust schools to deliver effective and efficient management of its financial resources.
* Role-model and champion best practice in all Trust financial processes and procedures, encapsulate this in the Trust Finance Policy, and ensure in 100% accordance with DfE’s Academies Trust Handbook.
* To seek continual improvement of the IT systems required to support Finance management and reporting, and to deliver efficiency improvements working with appropriate partners.
* Provides oversight and scrutiny of balance sheet integrity, ensuring that reconciliation processes and financial risk management measures are robust, effective, and consistently applied across the Trust.
* Manage compliance with HMRC regulations.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Financial Management and Reporting**

* Leads the preparation of monthly management accounts for all schools and Trust, ensuring timely, accurate and insightful financial reporting.
* Provide financial analysis and scenario planning to support strategic decision making
* Oversee the production of budgets and forecasts, ensuring financial sustainability across the Trust
* Ensure the Multi Academy Trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to DfE, Companies House and the Charity Commission.
* Working with external audit, prepare year end statutory Multi Academy Trust Financial Statements.
* Devise appropriate methods to plan and monitor the Trust’s 3-year budget plan.
* Produce timely, accurate and appropriate reports and financial forecasts for the Trust Executive, the Finance & Budget Committee and Trust Board.
* Review and manage cashflow and treasury operations, maximising low-risk returns whilst ensuring appropriate levels of working capital cash flow within the MAT.
* Partner with Headteachers to ensure financial action plans are actionable, appropriate and deliverable.
* Research and bid for additional funding to DfE/other parties for Trust in support of individual schools and assist with the financial monitoring of projects as required.
* To oversee the recovery of VAT.
* Ensuring Accounts Payable and Account Receivable processes are effectively managed, with timely and accurate invoice processing, supplier payments and query management.
* To advise the Trust Board, Governors and Headteachers on financial and budget matters.
* To provide training as required to meet the needs of the MAT.
* Support the development and implementation of robust Trust-wide financial management policy and procedures.
* Ensures the integrity and accuracy of all operational financial information

**Key Responsibilities**

**Financial System and Processes**

* Ensuring financial systems and processes are fit for purpose implementing improvements where necessary
* Support with the procurement and maintenance of financial software, ensuring it meets the needs of the Trust
* Work with central teams to improve automation, efficiency and reporting capabilities
* Ensure the financial operating model is scalable and can support successful induction of new schools without compromising core purpose

**Audit Services**

* Advise the CFO and the Board on external and internal audit arrangements as required by financial regulations
* Liaise with auditors and facilitate all audit arrangements
* Implement and monitor audit requirements.
* To undertake benchmarking exercises.

**Academy Acquisition**

* Supports the CFO with financial due diligence for new academy acquisitions, making recommendations on financial viability of new-to Trust schools.
* Provide financial support for applications related to academy conversions and sponsorships.

**Team Leadership and Development**

* Manage and develop the central Finance Team, ensuring effective service delivery
* Provide leadership, coaching and professional development opportunities for team members
* Promote a culture of continuous improvement, accountability and excellence
* Support team wellbeing and workload management, ensuring resilience and high performance
* With the CFO, identify succession planning opportunities and develop future finance leaders within the Trust.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health & Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Qualifications | Qualified accountant |  | \* |  |  | \* |
| Knowledge and experience | Knowledge of education, regulation, requirements and legislation  Strategic planning  Financial acumen and experience  Resource management  Understand the legal and regulatory framework for Multi Academy Trusts including EFA, HMRC and Charity Commission requirements  Understanding of GDPR and data protection requirements  Excellent user of Microsoft Office  Experience of writing, implementing and monitoring financial policies and procedures  Knowledge of KCSIE (Keeping Children Safe in Education) |  | \*  \*  \*  \*  \* | \* | \*  \*  \* |  |
| Skills/Abilities | Significant experience in a Senior finance role  Proven track record of managing a finance team at scale  Demonstratable experience of effectively managing financial resources, budget preparation, setting and monitoring and financial forecasting  Proven experience of managing external audit  Experience of preparing and presenting financial and management accounts, reports and data  Influence, negotiation and advocacy skills  Balanced judgment and objectivity  Excellent written and verbal communication skills, including report writing and board level presentations  Strong analytical and problem solving skills, with data driven approach to decision making |  | \*  \*  \*  \*  \*  \*  \* | \*  \*  \*  \* | \*  \*  \*  \*  \* |  |
| Other | Alignment to values, aims and ambitions of the Trust  Ethical leadership and setting of standards for others  Promotes equality, diversity and Inclusion  Demonstrates personal and professional integrity  Proactive, solution focused and able to take initiative  Willingness to learn, develop and receive feedback |  | \*  \*  \*  \*  \* | \*  \* | \*  \*  \*  \*  \* |  |
| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** | | | | | | |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**

**5. How to Apply and Key Information**

Equality and diversity matter to us. If you think you’d be suited to this role we’d love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Please complete the online application form which you will find on the Transform Trust website https://transformtrust.face-ed.co.uk/vacancies. Your personal statement should outline how your skills and experience meet the essential criteria of the role.

Any questions or queries regarding the role should be directed to: Steve Cox by email [Steve.Cox@transformtrust.co.uk](mailto:Steve.Cox@transformtrust.co.uk)

**Equalities**

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

• A long term physical or mental impairment (lasting or likely to last for 12 months or more); and

• A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

**Flexible Working**

We are committed as a Trust to supporting all employee’s whether long standing, or new to Trust maintain a healthy and rewarding work / life balance. We have a Flexible Working policy that outlines our commitment and in addition, we are considering implementing the “Flex from 1” approach which is to allow an employee to request flexible working from their first day of employment.

**Right to work in the UK**

You must have the right to work in the UK to apply for any of our roles.

**Qualifications**

For certain roles such as Teachers you will need to hold the required qualifications to be considered. Please refer to the person specification for details of the qualifications required for this role.

**Safeguarding**

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of relevant safeguarding training including Safeguarding Children in Education**

**All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children**

All new Trust employees will be required to complete an enhanced DBS with children’s barred list check which must be in place before they can start in the role.

The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so “protected”. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website https://www.gov.uk/government/organisations/ministry-of-justice.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in.

The Schools policies including Child Protection and Safeguarding are available on their website.

**References**

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

* Your first referee **must** be your current employer ( or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
* If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
* We do not accept open references ie “to whom it may concern”
* We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues ( unless they were your line manager and can advise on any disciplinary investigations) as named referees.
* Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).

References will be called for before interview in line with our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

**Completion of the Application Form**

All roles are advertised on the Transform Trust website which links through to SAM recruit which is an online application portal.

<https://transformtrust.face-ed.co.uk/vacancies>

Please complete the application form before the closing date which will be detailed in the about the role section above

Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The SAM recruit system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential, and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the “about the role” section above. Any technical queries relating to the SAM Recruit system will be supported by a member of the support team, please contact the team by calling 01924 907 319.

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training**

**6. The Recruitment Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient

You will also be asked to complete a self -declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The SAM recruit system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don’t you register for job alerts on our vacancies page <https://transformtrust.face-ed.co.uk/vacancies> . This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria

**7. Transform Trust Recruitment Privacy Notice**

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

• Your name and contact details (i.e. address, home and mobile phone numbers, email address);

• Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;

• Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);

• Details of your referees;

• Whether you are related to any member of our workforce; and

• Details of any support or assistance you may need to assist you at the interview because of a disability.

Under GDPR the lawful bases we rely on for processing the above information is under Article 6(a), (b), (c) and (e) and for special data under Article 9 (a), (b) and (f).

Following shortlisting stage, and prior to making a final decision

• Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*

• Confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*

• Information regarding your criminal record (which should only be given under confidential cover);\*

• Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;\*

• Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*

• Medical check to indicate fitness to work;\*

• A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);\*

• If you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers’ Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;\*

• If you have lived abroad in the last 10 years we will require sight of an original overseas check ( such as a police clearance or certificate of good conduct) from all countries you have lived in;\*and

• Equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

• To assess your suitability for the role you are applying for;

• To follow protocols before engaging in a contract with you;

• To check that you are eligible to work in the United Kingdom and/or that you are not prohibited from teaching; and

• So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered. For further detail please see our Data Protection and Access to Personnel Records Policies.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Claire McKendrick, Transform Trust Data Protection Officer if employed centrally by the Trust: dataprotection@transformtrust.co.uk; or, if employed in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

• Object to the processing of their personal data;

• Have inaccurate or incomplete personal data about them rectified;

• Restrict processing of their personal data;

• Object to the making of decisions about them taken by automated means;

• Have your data transferred to another organisation; and

• Make a complaint for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, then they should contact Claire McKendrick on the contact details above. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at https://ico.org.uk/concerns/

**Covid-19**

As a response to the Covid-19 pandemic, some aspects of the recruitment process have had to become virtually managed. As a result, data may be reviewed and sent electronically rather than in person and in paper format. Identification may need to be verified virtually and via email instead of being confirmed in person. We will ensure any sharing of data electronically is encrypted and protected.

The same data will be required as before the pandemic however, this is only done to verify identify and to ensure safer recruitment and safeguarding requirements are met. We will always follow statutory guidance. In addition, retention of documentation even when sent electronically, will be subject to the same timescales and scrutiny as previously.

Interviews when conducted virtually will never be recorded.

**Contact**

If you would like to discuss anything in this privacy notice, please contact Claire McKendrick, or Rachel Hannon (HR Director for Transform Trust; [rachel.hannon@transformtrust.co.uk](mailto:rachel.hannon@transformtrust.co.uk)).

**8. Terms and Conditions**

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee’s.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

**Salary**

**Place of work** Transform Trust Head Office Unit 11 Castlebridge Office Village, Nottingham NG7 1LD

**Hours**  37 hours per week

**Annual leave** minimum 26 days plus bank holidays

**Pension**  Nottinghamshire LGPS

**Employee Benefits**: Employee Discount scheme (Vivup benefits)

Employee Assistance Programme (Vivup EAP)

Flu Jabs

Eye tests

Salary Sacrifice Schemes eg cycle to work

Discounted Leisure club membership for some Local Authority Leisure Centres

**Right to work**: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

**Safeguarding**: The successful applicant must have a clear enhanced DBS with childrens barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.