



## Recruitment Pack

School: Parkdale Primary School

Role: Cleaner in charge

Closing date: 2nd September 2025 midday





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## 1. Message from Headteacher

Thank you for your interest in Parkdale Primary School. We hope that you will find all you need in this pack, but there is a great deal more on our website if you want more of a feel for our school: <https://parkdale-primary.co.uk/>. Of course, you are also very welcome to pay us a visit or call to ask any questions you may have.

Here at Parkdale, everything is about creating a thriving, fun, safe environment for the children. That is the focus for every adult working here, whatever their role. Everyone contributes to that and everyone is valued. We recognise that happy, friendly staff is a contributory factor to this and we care about our adults too. We see very low turnover of staff and many of us have been here for many, many years!

Should you decide to apply, I wish you all the very best.

*Peter Hillier*, Headteacher



## 2. About our School

We are a large, happy, multi-cultural school on the outskirts of the City of Nottingham, just (by a few hundred metres) into the County of Nottinghamshire. We are part of the Transform Trust, a multi-academy trust based in the East Midlands, comprising 23 schools at the time of writing.

We are 'two-form entry', meaning we have two classes in each year from Reception to Year 6. Our capacity is 420 children and we are usually full or over-subscribed. It's always worth asking if we have spaces though!

We also have a Nursery, Blossoms and can offer 15 or 30 hours subject to capacity in this.

We pride ourselves on our caring, nurturing approach and going the 'extra-mile' to help children and their families. We are a community school, with several of the staff living in the neighbourhood and some even having attended here as pupils!

We provide an exciting and broad curriculum, full of creative arts, sports and personal/social development, as well as striving for high academic standards.

Our most recent OfSTED was Good (November 2022) and we know that we have done many things to improve the school even further since then. In that inspection, we were graded Outstanding for both Behaviour and Personal Development.

Our assessment results are usually above national and local averages and all groups of children tend to make better than average progress with us.

## Our Ethos & Values

The driving force behind all that happens at Parkdale is the shared aim of every child enjoying access to a stimulating and engaging education, developing both academically and socially and leaving us as life long, independent learners, who are prepared to play a positive role in society.

Parkdale has a culture of high aspiration and expectation for each and every child, which enables our children to acquire knowledge, understanding and develop learning throughout the school. We are a school that strives to work in partnership with parents and families. We are open and transparent and we share information.

We strive to create a learning community that extends beyond the perimeter of our site. We do everything we can to support families for the benefit of their children.

Our website is <https://parkdale-primary.co.uk/>



### 3. 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





## 4. 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 (Nov 2021)
Brocklewood Primary	Nottingham	1 January 2015	Good (March 2023)
Bulwell St Mary's C of E Primary	Nottingham	1 August 2016	Good (March 2019)
Burford Primary	Nottingham	1 August 2016	Good (May 2019)
Cantrell	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	Nottingham	1 June 2025	Good (July 2023)
Lawn Primary	Derby	1 December 2019	Outstanding (June 24)
King Edward Primary	Nottinghamshire	1 June 2024 (expected)	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 1100 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.
- 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](http://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/>

Please also check out the policies on the school website for the role you are applying for.





## 5. Details of the role

**Cleaner in Charge**  
**Required from September**  
**Part time – 12.5 hours**

**All year round**

**Permanent**

**Salary grade B point 3-4 (FTE £24,027--£24,404 per annum)**

**£8117.23 actual salary per annum**

Parkdale Primary is looking for a motivated, energetic and organised individual to be responsible for leading and managing the cleaning team to perform a variety of regular and one-off cleaning tasks and duties as directed.

We are a large, happy, multi-cultural school on the outskirts of the City of Nottingham, just (by a few hundred metres) into the County of Nottinghamshire. We are part of the Transform Trust, a multi-academy trust based in the East Midlands.

We pride ourselves on our caring, nurturing approach and going the 'extra-mile' to help children and their families. We are a community school, with several of the staff living in the neighbourhood and some even having attended here as pupils!

Main Responsibilities are:

- To carry out day to day supervision of cleaning staff to include completion of timesheets and ordering requisitions as required
- Oversee the monitoring, distributing and sorting of cleaning stores, equipment and as the post requires To be responsible for monitoring all aspects of Health and Safety in relation to cleaning staff.
- To train cleaning staff in all aspects of cleaning duties.
- To undertake the cleaning of the school buildings using the necessary chemicals and equipment.
- To carry out a range of cleaning duties, including sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items, etc.
- To comply with statutory legislation, school procedures and safe working practices.
- To report faults and hazards to their Supervisor, as soon as possible.
- To assist members of the school cleaning staff with other duties, as required.
- To be a key holder ensuring school is opened up and secured at the end of the day where required

You will:

- have a basic understanding of different cleaning methods and equipment.
- be able to be trained to carry out a range of cleaning duties, including using different equipment and materials safely.
- have a basic awareness of Health and Safety.
- be able to work as part of a team
- be able to work on own initiative and to ask for help when required.
- Have experience or the ability to manage people
- Have excellent interpersonal and communication skills, able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local and wider community.
- Be punctual and reliable



In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- a happy working environment with friendly and well-behaved children,
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful environments
- Excellent partnerships between pupils, staff, parents, governors and community
- Suitable training, including First Aid, where required.
- Career opportunities as part of a successful Multi Academy Trust

Visits to our school are warmly welcomed, please contact the school office to arrange an appointment. They return from the summer holidays on the 1<sup>st</sup> of September.

### How to apply

Equality and diversity matters 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.

Any questions or queries should be directed to Katherine Howe at Parkdale Primary School, Parkdale Road, Nottingham, NG4 1BX Email: [office@parkdale.notts.sch.uk](mailto:office@parkdale.notts.sch.uk) Telephone: 0115 9110066.

Returns from the summer holidays on the 1<sup>st</sup> of September.

**Closing date for applications : 2<sup>nd</sup> September 2025 12:00**

**Interviews will be held on: w/c 8<sup>th</sup> September 2025**

**Transform Trust** is a Multi Academy Trust with over 9300 children in 26 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.

We believe education has the power to transform lives and communities. Our purpose is to be an innovative and inclusive Trust working for all children.

We are an employer that encourages flexible working and promotes wellbeing through workload considerations.

### 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. 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.**



## 6. Job description and person spec

### Job Description

<b>School: Parkdale Primary</b>
<b>Post Title: Cleaner in charge</b>
<b>Grade/Pay Range: Grade B points 3</b>
<b>Hours/weeks: 12.5/52</b>
<b>Reporting to: Site Manager</b>
<b>Department/Team: Cleaning</b>

### Overall Purpose of Post

To lead and manage the cleaning team to perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager. To have good organisational ability and be able to work with initiative. He/she must have a high level of motivation and the ability to set and keep high standards.

### 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:

- To carry out day to day supervision of cleaning staff to include completion of timesheets and ordering requisitions as required
- Oversee the monitoring, distributing and sorting of cleaning stores, equipment and as the post requires.
- To be responsible for monitoring all aspects of Health and Safety in relation to cleaning staff.
- To train cleaning staff in all aspects of cleaning duties.
- To undertake the cleaning of the school buildings using the necessary chemicals and equipment.
- To carry out a range of cleaning duties, including sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items, etc.
- To comply with statutory legislation, school procedures and safe working practices.
- To report faults and hazards to their Supervisor as soon as possible.
- To assist members of the school cleaning staff with other duties, as required.
- To undertake training relevant to their job, in order to ensure that their work is carried out to the highest possible standard.
- To work on own initiative, unsupervised whilst carrying out their duties.
- To assist with the cleaning of glass and windows as required.
- Locking/unlocking the school building ensuring all windows are securely shut and alarm set



## 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 and 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

<b>Areas of responsibility</b>	<b>Requirements</b>	<b>Measurement</b>				
		P	A	T	I	D
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Basic understanding of different cleaning methods and equipment including a knowledge of COSHH.</li> <li>• Ability to be trained to carry out a range of cleaning duties, including using different equipment and materials safely.</li> <li>• Basic awareness of Health and Safety.</li> <li>• Knowledge of own and others Health and Safety in the workplace.</li> <li>• Experience of monitoring all aspects of Health and Safety in relation to the cleaning staff and buildings.</li> <li>• Experience of training cleaning staff in all aspects of cleaning duties.</li> </ul>		*	* *	*	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to Line manage the team of Cleaners employed by the school.</li> <li>• Ability to communicate effectively both orally and in writing at all levels within the school community.</li> <li>• Able to work as part of a team &amp; use own initiative.</li> <li>• Able to work unsupervised and complete tasks fully.</li> <li>• Experience of and the ability to assist in the supervision and development of staff.</li> <li>• Flexible approach to work, being able to respond to the needs of the school</li> <li>• Ability to work on own initiative and to ask for help when required..</li> <li>• Awareness of the importance of good customer care.</li> <li>• Must have a flexible attitude to their work duties and location.</li> <li>• Will need to be able to manage some heavy lifting</li> </ul>		*	*	*	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to clean any area of the school as requested by the caretaker</li> <li>• Willingness to take personal responsibility for standard of work carried out</li> <li>• Willingness to participate in further training and development opportunities offered by the school, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>		*	*	*	

**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



## 7. How to Apply and Key Information

Equality and diversity matters 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.

### 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, 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 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.

## **Overseas checks**

In addition, we will require you to complete a declaration to identify if you have worked outside the UK. If you have lived abroad in the last 10 years for 3 months or more you will be required to obtain a certificate of good conduct/ police clearance from the countries you have resided in. It is your responsibility to obtain this clearance and at your cost

Details of how to obtain such a check from the relevant authorities abroad are available online at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the country concerned is not listed, you will need to contact the relevant embassy or consulate for further details. Contact details can be found online at:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

For those that have taught overseas we will require proof of good conduct from the professional teacher regulating authority in the country in which you worked in addition to the Certificate of Good Character/police check

## **Social Media checks**

In line with Government guidance, Keeping Children Safe in Education 2022, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.



## 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).
- If you have not previously worked with children and the role you are undertaking is of an administrative or technical nature then we will require one reference to be able to comment on your ability to do the role you are being appointed to

References will be called for before interview in line with DFE guidance and 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**

## 8. 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

## 9. 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 UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing employee information is under Article 6

- (a) Consent: the individual has given valid consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary to perform a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.



and

In addition, concerning any special category data:

Article 9

(a) Explicit Consent;

, (b) Employment, social security and social protection and

(f) Legal Claims or judicial acts.

## **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);\*
- In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed. The search will be independently undertaken by someone not involved in the recruitment / selection process. \*
- 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 Department for Education (DFE) 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;\*
- For those working in a management role including line management of others we will check whether there has been a S128 direction made against you using Department for Education (DFE) Teachers' Services portal.\*
- For those working with certain age groups we shall require you to complete a disclaimer confirming that you are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from working with children that are under the age of 8.\*



- 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 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), DFE and the Home Office, during the recruitment process. For online /social media searches we will use common search engines, on-line tools and social media platforms

### **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
- To check 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 ask to see the appropriate section of our Information Register which details our retention and storage of information.

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

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Trust Data Protection Officer.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- The right to ask us for access to information about you that we hold.
- The right to have your personal data rectified, if it is inaccurate or incomplete-. this is called 'right to rectification'
- The right to request the deletion or removal of personal data where there is no compelling reason for its continued processing- this is called 'right to erasure'.
- The right to restrict our processing of your personal data (i.e. permitting its storage but no further processing)-. this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- The right not to be subject to decisions based purely on automated processing where it produces a legal or similarly effect on you.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.



## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Claire McKendrick, Transform Trust Data Protection Officer if the role you have applied for is centrally by the Trust: [dataprotection@transformtrust.co.uk](mailto:dataprotection@transformtrust.co.uk); or, if 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

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/>

## **Contact**

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



## 10. 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.

Pension	Teachers Pension Scheme/ Local Government Pension Scheme
Employee Benefits:	Employee Discount scheme (Vivup benefits scheme)
	Employee Assistance Programme (Vivup EAP)
	Flu Jabs
	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 children's barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.