

**CARDINAL  
NEWMAN  
COLLEGE**

**RECRUITMENT PACK**

# POST:



We are delighted that you are considering applying for the post of Cleaning Supervisor to take up post August 2024.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, age, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top Colleges nationally for Value Added. The College has maintained its outstanding rating after our most recent Ofsted inspection in February 2023. However, we are as proud of our students' social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful

If you meet the criteria of the post advertised and feel that you would enjoy working here and are suitably qualified and experienced, then we hope you will make an application to join us.

Application forms can be completed electronically via the College's online career page. The closing date for applications is 11.59pm on 13th June 2024 (we reserve the right to close the advert in advance of this date). Please contact the HR team if you require assistance or adjustments when completing the on-line application form.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of June you have not been selected for interview on this occasion. We will confirm receipt of all applications by email. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully

A handwritten signature in black ink, which appears to be 'Nick Burnham'.

Nick Burnham  
Principal



## MISSION STATEMENT

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

## VALUES STATEMENT

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

- The individual student is central to all our endeavours
  - The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
  - The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
  - The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
  - The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
  - The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
  - The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.
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# JOB DESCRIPTION

## Job Title:

## Responsible to:

### All staff must make a positive contribution to

- The Catholic ethos of the College and its distinctive nature;
- The College Equality and Diversity, Health and Safety and Safeguarding Policies and procedures.
- The pursuit of excellence and highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

**Purpose of the post:** To supervise, review and support the cleaning team; monitoring cleaning quality to ensure high standards are maintained and continuous improvement is implemented throughout the College.

### Main Duties and Responsibilities:

- Supervise, and support the cleaning team.
  - Organise and delegate cleaning areas to the team and external contractors as required.
  - To manage any day-to-day issues within the cleaning team and report to the Cleaning Manager.
  - Assist the Cleaning Manager with the daily running of the cleaning team & site.
  - Ensure areas affected by absence are covered by the team on a daily basis and for the short-term, short-term cleaning is to be covered by the cleaning supervisor if staff are not available.
  - Monitor cleaning standards of each allocated area by visual inspection. Log findings with the Cleaning Manager.
  - Stock control and monitor use of cleaning materials. Compile a list of cleaning materials required by the team and liaise with the Cleaning Manager for ordering and distribution of cleaning materials.
  - Undertake any training as required.
  - Act as a qualified first aider and fire marshal.
  - To provide full cleaning supervisor support to the Lancaster University School of Mathematics. A Collaboration between Cardinal Newman College and Lancaster University.
  - Undertake such other supervising/cleaning duties as may be reasonably requested by the College.
  - To follow all College policies and procedures and work in accordance with the college's Health & Safety and Safeguarding Policies.
  - To undertake the role of a cleaning operative at the college, carrying out all duties and responsibilities in line with the job description for a cleaning operative (detailed below).
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# JOB DESCRIPTION

## Cleaning Operative

Main Duties and Responsibilities:

Your detailed responsibilities, which might change from time to time, are as follows:

### Daily

- Empty and wipe clean all internal bins and dispose of the rubbish to the external bins.
- Sweep or kex mop clean all hard floor surfaces.
- Clean toilets and sinks and mop floor areas in toilets daily
- Replace toilet rolls, paper towels and soap dispensers
- Replenish sanitiser hand gel dispensers
- Wipe clean using Safe Zone Plus and disposable cloths all teaching and office desk space
- Wipe clean using Safe Zone Plus and disposable cloths all keyboards and mice in student computer spaces including classrooms.
- You may be asked to work on an assigned cleaning area or operative as a floating cleaner

### As necessary

- Vacuum carpeted areas
- Work as a team
- Microfiber mop clean floor areas
- Scrub clean (using a buffing machine) floor areas
- Undertake some of the duties of the Cleaning Supervisor as required to cover absence and holidays
- Undertake such other cleaning duties as may reasonably be requested by the College
- Work flexibly in response to change that is implemented to meet college requirements.
- Provide cleaning cover at the Lancashire University School of Mathematics

### Weekly

- Dust all surfaces and ledges.
- Report minor maintenance repairs to the Cleaning Supervisor
- Order supplies of cleaning materials from the Cleaning Supervisor
- Keep clean and tidy all store cupboards/cleaning rooms

### Training

- Undertake appropriate Health & Safety Training as required
- Undertake appropriate training of new machinery as required
- Adhere to all College Policies and Procedures.

# PERSON SPECIFICATION

Qualifications/Attainments	Essential	Desirable
NVQ Health and Safety certificate or willingness to work towards		✓
First Aid at Work Full Certificate willingness to work towards		✓
NVQ cleaning standards to level 2 or willingness to work towards		✓
Emergency First Aid Certificate willingness to work towards		✓
Knowledge of COSHH Assessments, including "safety data sheets"		✓
Knowledge of Risk Assessment		✓
Experience, Knowledge and Skills	Essential	Desirable
Have at least 1 years' experience in a similar role, supervising staff and allocating tasks.	✓	
Experience and a broad understanding of Health and Safety in the Workplace.	✓	
Good communication skills (oral and written).	✓	
Ability to monitor and log cleaning standards.	✓	
Aware of safeguarding of students and vulnerable adults and college's policy and procedures.	✓	
The ability to prioritise work areas when necessary	✓	
Competent in all Microsoft outlook packages, i.e.: Word & Excel		✓
Experience of undertaking of Fire Marshall duties.		✓
Personal Qualities	Essential	Desirable
An enthusiastic individual with good interpersonal and communication skills.	✓	
Set and maintain high standards of cleaning throughout the college.	✓	
Ability to establish effective working relationships with members of teaching and support staff.	✓	
The ability to work as part of a team & as an individual.	✓	
Ability to work under pressure to meet deadlines and to work flexibly in response to change.	✓	
Ability to demonstrate confidentiality in dealing with sensitive issues.	✓	
The ability to meet the requirements of the fluency duty in accordance with the provision of The Equality Act 2010.	✓	
Excellent time keeping and attendance record subject to the provisions of the Equality Act 2010	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	
Display the values, attitudes, and behaviour consistent with the ethos of the College	✓	

Enhanced Disclosure clearance (including barred list check) *	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Medical clearance*	✓	

\*Following an initial offer of appointment.

Cardinal Newman College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointed candidate

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# MAIN TERMS AND CONDITIONS

## SUPPORT STAFF

<b>SALARY</b>	The post will be paid on the Sixth Form Colleges' Support Staff Pay Spine at points 10 to 11- pro rata to £25,276 to £26,097 per annum. Actual Salary £19,043.15 to £19,661.70 per annum
<b>PAYMENT OF SALARY</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month (except at Christmas when payment is made before the holiday)
<b>WORKING HOURS</b>	30 hours per week, term time plus 3 weeks, working times will be 6.00am-9.00am & 4.00pm - 7.00pm (can provide some flexibility on shift start and finish times if required.)
<b>PENSION SCHEME</b>	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at <a href="http://www.lancs-pensions.org.uk">www.lancs-pensions.org.uk</a>
<b>DBS CLEARANCE</b>	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.
<b>HOLIDAYS</b>	Holiday entitlement is pro rata to 22 days annual leave plus 8 bank holidays and 4 concessionary days. After 5 years' continuous services the annual leave entitlement increases to pro rata to 25 days annual leave. Due to the working time being term time plus 3 weeks, your holiday entitlement will be incorporated into your salary which will be paid evenly across 12 months and the entitlement should be taken outside of term time.

## DEPARTMENT INFORMATION

The Estates Department exist to provide and maintain a high quality and safe teaching and learning environment for students. It is also vital that we provide high quality facilities to both teachers, support staff and governors in order to facilitate and maintain an outstanding working environment which is safe and secure. In addition, we aim to constantly improve facilities, through minor and major projects of work and through the reactive, planned and preventative maintenance programme.

The Estates team currently consists of two Estates Managers; one Deputy Estates Manager; one Estates Administrator; one Site Team Leader; three Assistant Site Supervisors; one Site Operative; one General Operative; a Cleaning Manager and a team of thirty-two Cleaning Operatives. The Estates Department are responsible for: Site security, site maintenance, cleaning, reactive maintenance, planned maintenance, compliance service agreements, projects, health and Safety including training, college car parking, college minibuses, fire evacuation, first aid.

The Estates team log requests and faults through the online CEDAR reporting system. The jobs are logged and prioritised in order of importance and assigned to the relevant team member.

# ABOUT NEWMAN



Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16–18, offering a range of A-Level, BTEC and T-Level courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16–18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as an Initial Teacher Training programme. Cardinal Newman College is the post-16 provider of Initial Teacher Training for the Catholic Teaching Alliance, for graduates looking to get into teaching.

The College draws a significant proportion of its full time 16–18 learners from a wide range of schools across Lancashire. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.



### **AN OUTSTANDING COLLEGE**

Cardinal Newman is one of the highest performing sixth form colleges nationally for Value Added and the latest Ofsted Inspection in February 2023 graded all areas of the College as 'outstanding'. The report confirmed that students have highly positive attitudes to learning. Attendance is very high and students are committed to their studies and are highly motivated to achieve. The College has high expectations where students are at the heart of the curriculum.

Inspectors also commented that leaders are highly considerate of staff well-being and workload and that staff morale is exceptionally high. Staff feel the college is well led and managed and that they are trusted and valued by leaders. They describe a strong ethos and culture to support students to achieve their aspirations, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College's students, progress to Higher Education with over 30% of those taking up places at Russell Group Universities.

### **OUR COMMUNITY**

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this, for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college's commitment to 'valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search'.

## **COLLEGE FACILITIES**

The College contains Lark Hill House, which was built in 1797 as a private residence for Samuel Horrocks, a cotton manufacturer and later Mayor and Member of Parliament for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967, from other local Catholic secondary schools.

It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the years, the College has expanded, with approximately £16 million worth of investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and St Augustine's Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities.

2015 saw the addition of yet another new building in the form of St Francis, which opened in the September, and is home to new classrooms for Sociology and Maths as well as Open Learning Centres, Seminar rooms, social space and the Student Advice Hub.

A further addition to the College's already outstanding facilities, was opened in October 2016 in the form of a brand new state-of-the-art gym in the St Augustine's building. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine's building.

Summer 2019 saw further refurbishments throughout the College, including a new and improved coffee shop area, complete with on-site Starbucks and a Costa Pod in the College grounds.

Opened in 2020, the College added a brand-new climbing wall to our already excellent sports facilities.

2021 saw the opening of our brand new T-Level building, the St John Henry Building. Housing a range of classrooms, conference rooms and IT suites, it is a fantastic addition to the already excellent facilities.

We are also currently working on a Multi Use Games Arena (MUGA) which will have a polymeric versatile surface which can be used for a variety of purposes and sports.



# OUR STAFF AND STUDENTS



## **STAFF AT CARDINAL NEWMAN COLLEGE**

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman's curricular and pastoral offer to its students.

## **WHAT OUR STAFF SAY ABOUT WORKING AT CARDINAL NEWMAN COLLEGE**

Our staff are asked to take part in an annual staff survey and the college's wellbeing score, as determined by staff, has consistently remained high year on year. We are pleased that the scores for overall wellbeing places the college at or above the top 10% of employers who take part in the same survey.

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**WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?**

**I ENJOY WORKING WITH A REALLY SUPPORTIVE TEAM, IT OFTEN FEELS LIKE BEING PART OF AN EXTENDED FAMILY! WITHIN MY ROLE I THOROUGHLY ENJOY SUPPORTING STUDENTS WITH THEIR HEALTH AND WELLBEING, WHICH IS A TRUE PASSION OF MINE AND A ROLE THAT I FIND VERY REWARDING. I ALSO LOVE BEING AROUND LIKEMINDED STAFF WHO GENUINELY CARE ABOUT OUR STUDENTS AND THE FACT THAT EACH DAY IS DIFFERENT IS A REAL BONUS TO ME.**

**HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?**

**NEWMAN IS A GREAT PLACE TO WORK WHERE STAFF FEEL VALUED, TRUSTED AND WELL LOOKED AFTER. BEING SUPPORTIVE IS AT THE HEART OF EVERYTHING WE DO, WHICH CREATES AN ENVIRONMENT AND ETHOS WHERE EVERYONE FEELS VALUED AND CARED ABOUT. STAFF WELLBEING IS A PRIORITY TOO - DURING A DIFFICULT FAMILY SITUATION I WAS BLOWN AWAY BY THE LEVEL OF SUPPORT OFFERED BY NOT ONLY MY IMMEDIATE TEAM, BUT MANAGEMENT AND THE HR DEPARTMENT TOO. THIS IS SOMETHING I HAVEN'T EXPERIENCED BEFORE.**

**NATALIE WARD  
HEALTH AND WELLBEING CO-ORDINATOR**



**WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?**

**THE SUPPORTIVE NATURE OF THE INSTITUTION. THE COLLABORATIVE TEAMWORK THAT TAKES PLACE IN THE CRIMINOLOGY DEPARTMENT AND THE TRUST THAT IS PLACED ON TEACHERS. I GET A SENSE OF FEELING VALUED - THIS WAS SOMETHING I HEARD ABOUT BEFORE STARTING HERE.**

**HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?**

**FRIENDLY, SUPPORTIVE, STAFF AND STUDENT CENTRED. I HAVE RECOMMENDED THIS PLACE TO EX COLLEAGUES/FRIENDS - ONE OF WHICH WHO HAS RECENTLY BEEN APPOINTED.**

**ASMA ALI  
ASSISTANT HEAD OF CRIMINOLOGY**



**WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?**

**THE BEST THING ABOUT CARDINAL NEWMAN COLLEGE IS THE PEOPLE. EVERYONE IS APPROACHABLE, FRIENDLY AND SUPPORTIVE REGARDLESS OF THEIR POSITION. THE STUDENTS ARE GREAT AND THE CATHOLIC ETHOS IS PREVALENT EVERYWHERE.**

**HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?**

**CARDINAL NEWMAN COLLEGE IS LIKE A FAMILY. THE WORK ENVIRONMENT IS SUPPORTIVE WHILST BEING DEMANDING; THE COLLEGE LIVES AND BREATHES CHRISTIAN VALUES IN EVERYTHING IT DOES AND THIS SHOWS IN ALL ASPECTS OF THE COLLEGE. THE COLLEGE IS ABSOLUTELY A 'PEOPLE FIRST' ORGANISATION WHERE WELFARE OF STUDENTS AND STAFF ARE PARAMOUNT.**

**IAN BRUCE**

**TEACHER OF COMPUTER SCIENCE AND IT/ASSISTANT HEAD OF IT/IT TRAINER**



**WHAT DO YOU ENJOY MOST ABOUT WORKING AT CARDINAL NEWMAN COLLEGE?**

**I HAVE WORKED AT CARDINAL NEWMAN COLLEGE FOR OVER 10 YEARS. MY ROLE IS VERY VARIED AND EACH DAY IS DIFFERENT. I WORK WITH SUPPORT STAFF AND TEACHERS THROUGHOUT THE DIFFERENT DEPARTMENTS AND LOVE THAT EVERYONE WORKS AS A TEAM.**

**HOW WOULD YOU DESCRIBE CARDINAL NEWMAN COLLEGE TO OTHERS WHO DON'T WORK HERE?**

**CARDINAL NEWMAN COLLEGE IS AN AMAZING PLACE, FILLED WITH STAFF WHO CARE ABOUT THEIR WORK AND EACH OTHER.**

**CLAIRE ECCLES**

**PA TO THE PRINCIPAL**



**JEN GREEN – HEAD OF BUSINESS AND ACCOUNTING**

### **JENS SUCCESS STORY:**

**MY JOURNEY WITH CARDINAL NEWMAN STARTED WHEN I WAS HERE AS A STUDENT BACK IN THE EARLY 2000'S. I HAD A FANTASTIC TIME AS A STUDENT HERE, THEN WENT TO STUDY AT LANCASTER UNIVERSITY. I DECIDED TO TRAIN AS A TEACHER AND COMPLETED MY SECOND PLACEMENT OF MY TRAINING BACK AT NEWMAN. UPON COMPLETION OF THIS I THEN STARTED WORKING AT NEWMAN AS A TEACHER OF BUSINESS, TEACHING BOTH A LEVEL AND BTEC BUSINESS. A FEW YEARS LATER I WAS DELIGHTED TO BECOME HEAD OF BUSINESS AND ACCOUNTING, WHICH IS THE POSITION I CURRENTLY HOLD. NEWMAN IS A GREAT PLACE TO WORK, IS A VERY SUPPORTIVE ENVIRONMENT AND A COMMUNITY THAT CONTINUES TO GROW IN STRENGTH AND SIZE.**



**DAN MCCOMB – TEACHER OF FOUNDATION LEARNING AND HIGHER LEVEL TEACHING ASSISTANT**

### **DANS SUCCESS STORY:**

**STARTING AT CARDINAL NEWMAN COLLEGE AS A STUDENT IN 2007 TO BECOMING A TEACHER HERE HAS BEEN AN INCREDIBLE JOURNEY. AFTER MY TIME AS A STUDENT, I EMBARKED ON A PATH THAT LED ME THROUGH A DEGREE AT EDGE HILL UNIVERSITY AND MEANINGFUL WORK WITH CHILDREN WITH AUTISM, DEEPLY INFLUENCING MY APPROACH TO EDUCATION, PARTICULARLY IN SEND. RETURNING TO CARDINAL NEWMAN COLLEGE, I BEGAN AS ONE-TO-ONE SUPPORT TUTOR IN THE FOUNDATION LEARNING DEPARTMENT. THIS ROLE WAS JUST THE BEGINNING; I WENT ON TO COMPLETE MY PGCE WITHIN THE DEPARTMENT, A JOURNEY THAT HAS SINCE SEEN ME BECOME A FULL-FLEDGED TEACHER HERE. EACH STEP OF THIS JOURNEY HAS BEEN DRIVEN BY A PASSION FOR INCLUSIVE EDUCATION AND A COMMITMENT TO STUDENT SUCCESS. IN MY ROLE, I'VE SPEARHEADED PROJECTS LIKE THE SENSORY ROOM AND INDEPENDENCE CLASSROOM, SIGNIFICANTLY ENHANCING OUR EDUCATIONAL ENVIRONMENT. ADDITIONALLY, MY INVOLVEMENT IN DEVELOPING OUR ONLINE TRACKING SYSTEM HAS STREAMLINED HOW WE MONITOR AND SUPPORT OUR STUDENTS' PROGRESS. SEEING THE STUDENTS' CONFIDENCE INCREASE AND THEIR ACHIEVEMENTS GROW IS A CONSTANT REMINDER OF THE IMPACT WE HAVE AS A DEPARTMENT. THIS JOURNEY HAS BEEN ABOUT MORE THAN JUST MY PROFESSIONAL GROWTH; IT'S ABOUT THE DIFFERENCE WE HAVE BEEN ABLE TO MAKE TO THE STUDENTS' LIVES.**



**"MY FAVOURITE THING AT NEWMAN HAS TO BE THE TEACHERS. THEY'RE FRIENDLY, APPROACHABLE AND I FEEL LIKE I CAN GO TO THEM ABOUT ANY CONCERNS, NO MATTER HOW BIG OR SMALL."**

**STEPHANIE RAMSDEN**

**"MY FAVOURITE THING ABOUT NEWMAN IS THE OUTDOOR SPACE. I LIKE THE CANOPY SEATING WHERE I CAN SIT AND TALK WITH MY FRIENDS. I ESPECIALLY LIKE HOW THE CAMPUS FEELS LIKE IT'S INTEGRATED WITH NATURE."**

**CHARLIE LIVESEY-SHORROCK**



**"MY FAVOURITE THING ABOUT NEWMAN IS THE SUPPORT WE RECEIVE FROM THE CAREERS AND THE HEALTH & WELLBEING TEAMS. THEY ARE ALWAYS THERE WHEN WE NEED THEM."**

**SADIA AHMED**



# PRIVACY NOTICE

# JOB APPLICATIONS

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The College collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The College may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the College process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College's commitment to equality and diversity as well as its public duty under the Equality Act.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the College protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [dataprotection@cardinalnewman.ac.uk](mailto:dataprotection@cardinalnewman.ac.uk)

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

