

St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:
Headteacher

Closing date: 9am Monday 29th April

Applications can be made via
TES quick apply or by completing the application form.

To arrange a visit or return completed forms contact
Mel Knight - mknight@thecircletrust.co.uk tel. 0118 338 1961



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Welcome to St. Crispin's School and The Circle Trust from the CEO

Dear Applicant,

Thank you for requesting details for the post of Headteacher. I hope you find what you read helpful in making your decision to apply.

St. Crispin's is a very popular and successful school. The school motto "Excellence for All" encapsulates the commitment to do our very best for all students and staff members. St Crispin's is a founder school of [The Circle Trust](#). The Trust has grown to 10 schools, with the possibility of another joining shortly. As a result of this growth, Andy Hinchcliff, current Headteacher at St.Crispin's School, will transition to the role of the Trust's Director of Standards. As a new Headteacher in The Circle Trust you can expect a great deal of support, a well-considered induction programme and a specialist leadership coach.

We are a community of schools with shared values and an essential common ethos and vision for education and learning. Central to our mission is to improve the educational outcomes for our pupils and we are an educational charity that exists to advance education for the public benefit. The Circle Trust is not a 'mini local authority' - the schools together are the Trust, the Trust is the schools. We believe that preserving the unique identity and ethos of each school is essential and that headteachers run their schools, with the support of local governance and the Trust, to be the best they can be. As of December 2023, we had 4232 students on role across 10 schools (2 secondary and 8 primary schools).

St. Crispin's is currently enjoying significant growth. This has brought about major investment in a new dining hub as well as the transfer of St Crispin's Sports Centre. It really is an exciting time to lead the school on the next stage of its journey. The current team is made up of a Senior Deputy Head, two Deputy Heads, one Senior Assistant Headteacher and four Assistant Headteachers as well as the School Business Manager. The SLT is a wonderful mix of experienced and new team members which allows great flexibility to develop future responsibilities. There is a great deal of talent in this group!

St Crispin's is a good place to lead. This school has a genuinely wonderful staff and I hold them in the very highest regard. I hope that having read the details, you feel it is a place where you can contribute and we in turn can support you in doing so.

Visits to St. Crispin's are warmly welcomed and candidates are encouraged to meet with me before their interview (face to face, via Teams or a phone call!). This provides an opportunity to learn more about our school and the Trust, although this is not a prerequisite. We understand that applicants will hold senior leadership roles and we can be flexible in scheduling appointments. As part of the interview process, there will be a meet and greet with the rest of the senior team.

This is an exciting time for St. Crispin's. There is no doubt in my mind that the appointment of a new Headteacher is vitally important for the school, so I hope the additional information we have enclosed is useful and helps you get a flavour of the school. Should you decide to apply, and I hope you do, please complete the application form on the St. Crispin's website and write a short letter of application (no more than two sides of A4) outlining your experience and reasons for applying. If successful, you will be joining a terrific group of highly professional staff who work hard and enjoy time together.

Best wishes
Ginny Rhodes
Chief Executive Officer – The Circle Trust



An exciting opportunity in a popular, successful school

Leadership scale L30-33 | £96,239 - £103,578 per annum | Full-time | Starting 1st September 2024

St Crispin's is a well-established, over-subscribed (11-18) comprehensive secondary school at the heart of the Wokingham community. We are extremely proud to be both an inclusive and high achieving school.

Our vision of "Excellence for All" encapsulates our wholehearted commitment to every student and staff member within our community. The school is growing significantly, and we have been fortunate to benefit from major investment in new facilities.

St Crispin's is part of The Circle Trust and is the founding school. We are a community of schools with shared values and an essential common ethos and vision for education and learning. We believe that preserving the unique identity and ethos of each school is essential and that headteachers run their schools, with the support of local governance and the Trust, to be the best they can be. We currently have 10 schools in our Trust.

The promotion of our current headteacher within our expanding multi-academy trust has resulted in the opportunity for a passionate and inspirational leader to take St. Crispin's on the next phase of its journey.

You will have the ambition to drive continued improvement; leading a positive, vibrant, supportive working and learning environment that delivers the best educational outcomes for our fantastic young people.

As a Headteacher in The Circle Trust, you will find us warm and welcoming, providing unwavering professional support and fellowship.

We offer:

- Autonomy to implement innovative strategies that align with the school's vision and goals
- A setting where our pupils conduct and attitude are consistently impressive across the school' (Ofsted 2022)
- A supportive work environment with a positive school culture, collaborative staff relationships
- Pupils who consistently achieve strong academic results across a range of subjects and assessments
- Access to ongoing professional development opportunities
- A supportive and dedicated Local Advisory Board
- Being part of The Circle trust gives you access to a network of experienced educational leaders and mentors

As Headteacher you will:

- Shape and drive the educational vision and innovation of the school. Develop and implement cutting-edge teaching and learning strategies, curriculum enhancements, and educational programmes that align with the school's mission and goals
- Have the privilege of empowering and inspiring both staff and students to reach their full potential and foster a positive and harmonious working environment.
- Drive positive change and make a meaningful impact on the lives of our students and community
- Build strong relationships and partnerships with various stakeholders; staff, students, parents, governors, and other leaders across The Circle Trust

To arrange a visit or apply

Contact Mel Knight - Operations Manager, The Circle Trust mknight@thecircletrust.co.uk | Tel: 0118 338 1961
Applications can be made via **TES quick apply** or [application form](#) on our school website

Closing date: 9am Monday 29th April 2024 | Interview date: Thursday 9th and Friday 10th May 2024

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	1464
NoR	1467
Ofsted	Good (2022)
% SEND Students	13
% EAL Students	25
% Pupil Premium Students	10

Results

Progress 8	0.23 Above average
Attainment 8	53 Above average
English and Maths GCSE	60% 5+
A Levels	B-





Curriculum and qualifications

St. Crispin's is a high achieving school offering a broad and balanced curriculum. We are an inclusive school with a wide range of abilities in all year groups as well as a higher-than-average number of special educational needs students on roll.

Through our curriculum, St. Crispin's aims for students to develop into resilient and curious learners, to be confident and communicative with others and to be reflective individuals, so that they can successfully enter the world of work.

A student's timetable is organised across a fortnight, with 25 periods of one hour lessons each week. There are five lessons each day. All lessons are taught in mixed ability groups in Key Stage Three, except within the core subjects of English, Maths, Science and MFL. During Year 10 and 11, students are taught in mixed ability classes for option subjects and set by ability in the core subjects of English, Maths and Science. We operate a two-year Key Stage Four to allow all students a broad and valuable curriculum up to the age of 14 years old.

A wide variety of enrichment and extra-curricular activities is on offer to all students. Across the year, many educational visits are conducted including three separate trip days. Lunchtime and after school activities provide students with additional opportunities to develop their skills and understanding of the world around them.

Identified students are offered the opportunity to have additional support with literacy and numeracy in The Bridge. These students are withdrawn from selected lessons and supported in a small group to complete an award in Job Search and Interview Skills. At Key Stage Four, additional support is available for students who have been identified by a department as not having made sufficient progress. Intervention Assistants, who are subject specialists, support students in English, Maths and Science.





Post 16

St. Crispin's has a thriving Sixth Form based in a new purpose-built facility.

The number of post 16 students has grown steadily with students attracted by the excellent learning environment, small class sizes and a broad offer of A Level and BTEC subjects.

A clear indicator of our Sixth Form's performance is in excellent student retention and successful course completion.

We are also extremely proud of the pastoral and careers advice and support given to students.

The results for Post 16 students are in line with the national average, with a number of our departments performing in the top 20% of departments nationally. Science subjects, Economics and Business, and Drama have value-added results comparable to the best departments in the country.





Pastoral system

Currently our largest year group is made up of 275 students with 9 tutor groups and a Head of Year who will stay with them for their 5-year journey. Each year group is line managed by a member of the Senior Leadership Team.

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values

Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount.



Preserving the unique identity and ethos of all our schools is essential.



To be anything but utterly inclusive is non-negotiable.



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further.



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental.



Our Trust promotes collaborating with others and being outward looking.

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



Nine Mile Ride Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives. At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.

As a new Headteacher, you join this school at an exciting juncture. If successful, you will join a very special school that has years of past successes and is ambitious to continue that journey. As a Headteacher in our Trust, you will find us warm, welcoming and able to provide a great deal of professional support and fellowship in what is a challenging but most definitely worthwhile role!



To find out more:

Please visit [The Circle Trust](https://www.thecircletrust.co.uk) website and [Family Circle guide](https://www.familycircleguide.co.uk).

If you would like to arrange a meeting, please get in contact via mknight@thecircletrust.co.uk.

We'd love to have a cuppa with you!



Job description

Salary	L30-33 £96,239 - £103,578 per annum	Reporting to	CEO – The Circle Trust
Contract	Full-time, Permanent	Start Date	1st September 2024

The job description for the post of Headteacher at St. Crispin's School is developed in line with current Headteacher standards as a common framework of expectations. The fundamental responsibility of the role is to ensure effective management of the school so that it contributes fully to each student's educational development (intellectually, physically, morally and spiritually).

As Headteacher you will:

- Be responsible for the internal organisation and management of the school.
- Provide leadership, vision and management across all aspects of the school.
- Work with other leaders in mutually supportive professional partnerships which set a model for professional relationships throughout the school.
- Set and maintain high standards for pupils and staff, leading by example.
- Maintain and develop the distributed management and collective ethos within the school.
- Be approachable to all within the school community.
- Develop and promote the school as part of the wider community through partnership and collaboration.

Shaping the Future:

In shaping the future of St. Crispin's, the Head will:

- Work with the local advisors to formulate the overall vision, aims and objectives of the school and the relevant policies for implementation.
- Use a collaborative approach, lead and manage the continuous review of the work and organisation of the school within the context of strategic planning, the School Development Plan, OFSTED report and Government initiatives.

Leading Learning and Teaching:

- Be responsible for the quality of teaching and learning.
- Provide a broad and balanced curriculum and take an innovative approach to its delivery.

- Promote an ethos, which ensures amongst pupils', high levels of expectation, self-discipline, respect for each other, behaviour and positive values. Implementing strategies to ensure these.
- Evaluate standards of teaching and learning ensuring that high standards of professional performance are maintained for continued improvement.
- Ensure there is a consistent and continuous school-wide focus on pupils' achievement; using data and benchmarks to monitor progress in every child's learning.
- Consult with relevant teaching staff in setting targets for pupil achievement.
- Challenge underperformance at all levels and ensure effective corrective action and follow up.
- Have regard to the policy of inclusion.
- Promote and develop an environment which identifies and supports children with special educational needs, liaising with external agencies and parents/carers as appropriate.
- Ensure that all gifted and talented children are identified and challenged to reach their full potential.
- Monitor the measures and objectives in the Ofsted Framework to ensure that the school is aware of any changes and can achieve the best possible outcome.
- Actively review and promote the benefits of PiXL to enable school improvements and raise the standards of learning.

Developing Self and Working with Others:

- Lead, manage and motivate all staff within the school community to fulfil their potential; develop strengths and interests without prejudice; challenging underperformance in an effective and timely manner.
- Create and maintain an effective partnership with parents and carers to improve every pupil's achievement and personal development.
- Have a commitment to personal professional development.
- Carry out continuous systematic school self-evaluation.
- Promote effective relations with other educational establishments, especially schools within the Trust.
- Liaise with the officers of the Local Authority in the discharge of its functions in order to ensure that good school/Local Authority relations contribute to the effectiveness of the school.

Managing the Organisation:

The Headteacher will work with the Local Advisors to:

- Manage the school's financial and human resources effectively and efficiently to achieve educational goals and priorities.
- Ensure the production of clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure effective communications to the whole school community.
- Recruit and retain staff using safe recruitment practices.
- Deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Develop and maintain effective strategies and procedures for induction, professional development and performance reviews for all staff.
- Delegate tasks to foster a distributed management culture and to develop staff, ensuring appropriate monitoring.
- Encourage a culture of continuous improvement within the school, coaching and developing staff to thrive, taking learning from a wide range of sources as appropriate.
- Ensure that teaching staff receive the statutory non-contact time for preparation, planning and assessment.
- Ensure that the school environment is safe and secure, meeting the needs of the curriculum, staff, pupils and visitors as well as health and safety regulations.

Strengthening Community:

The Headteacher with the support of the local advisory board will:

- Ensure that parents receive regular information about the school curriculum, their children's progress and matters relating to the school to promote a common understanding of the school's aims.
- To be an active member of the PTA, encouraging informal links between staff and parents.
- Forge positive relationships with local Headteachers.
- Ensure the high profile of the school through good public relations and use the media when appropriate.
- Promote effective links with the whole school and business community.
- Ensure the production and annual update of the school prospectus.

Securing Accountability to Stakeholders:

- Through systematic and rigorous self-evaluation of the work of the school, ensure the school ethos is maintained and developed by the whole school community to foster the academic, spiritual, moral, social, emotional and cultural development of the pupils.
- Work with the Local Advisory Board (providing information, objective advice and support) to enable it to meet its responsibilities.
- Analyse and act on evidence of achievement gained from data gathered by the DfE, Local Authority and school-based surveys.
- Ensure, through good financial management, that the school provides value for money in the sound and effective allocation of its funds.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the conditions of employment in the School Teachers' Pay and Conditions Document in relation to the role of Headteacher



Excellence
FOR ALL



Person specification

	Criteria	Essential	Desirable	Assessed in
Qualifications and experience				
1	Graduate/Post-graduate qualification	✓		Application
2	Recognised Qualification Teacher Status	✓		Application
3	Willingness to achieve NPQH		✓	Panel
4	Senior management experience	✓		Application Reference
5	Understanding educational issues across secondary school range.	✓		Panel
Shaping the future				
7	Ability to set and model the values and vision of the school to motivate and inspire others to achieve it	✓		Application
8	Evidence of commitment to creativity, innovation and the use of new technologies to achieve excellence	✓		Application
9	Have the ability to think strategically, working with others to set direction	✓		Panel, Presentation
10	Demonstrate the ability to listen to and communicate with pupils, staff and parents, to share and implement new ideas	✓		Application Reference
Leading learning and teaching				
11	Demonstrate the principles and practice of effective teaching and learning, including using data, benchmarking and targets to monitor progress	✓		Reference Panel
12	Have ability to provide a caring and considerate learning environment to promote high standards of pupil behaviour, personal and social development	✓		School Council

13	Have a high expectation of learning and good behaviour and the ability to implement strategies to secure high standards and achievement	✓		Application Reference Panel
14	Experience of, or a commitment to developing, promoting, and delivering a balanced, creative and broad curriculum	✓		Presentation
15	Challenge underperformance at all levels and ensure effective corrective action and follow up	✓		Panel
16	Demonstrate both creativity with and commitment to ICT throughout school life		✓	Presentation
17	Demonstrate the personal enthusiasm for and commitment to the learning process for the whole school community		✓	Panel Presentation

Developing self and working with others

18	Demonstrate a commitment to and ideally experience of collaborative working in and beyond the school	✓		Panel
19	Ability to maintain and promote the school's positive ethos and effective teamwork	✓		Presentation
20	Commitment to provide an appropriate work/life balance for the staff		✓	Panel
21	Ability and skills to challenge, influence and motivate others to attain high goals	✓		Panel Reference
22	Demonstrate the ability to foster an open and fair culture	✓		Panel, Reference
23	Ability to support teachers in all matters of classroom organisation and management		✓	Reference
24	Experience of networking with others to positively impact own school		✓	Panel Reference

Managing the organisation

25	Effective decision maker able to initiate and monitor policies and practices and able to delegate implementation	✓		Panel
26	Proactive: able to identify issues early and to take remedial or preventative action as necessary	✓		Panel
27	Ability to develop, articulate and communicate a vision for the school to pupils, parents, staff, local advisors, and the wider school community	✓		Panel Presentation
28	Ability to maintain and develop a cohesive working relationship with the school staff and the local advisors	✓		Panel

29	Advocate of continuous improvement with experience of creating strategic objectives and measuring success against outcomes	✓		Panel
30	Understand the effective use of IT in management		✓	Panel
31	Understanding and experience of the application of staff performance management processes	✓		Panel
32	Demonstrate an understanding of financial management and planning		✓	Panel Reference
33	Committed to continuous professional development of self and all staff	✓		Panel
34	Skilled leader and team player able to plan, organise, communicate and delegate effectively	✓		Presentation, School Council
35	Approachable, with excellent communication skills, both in large groups and one to one	✓		Presentation, School Council Meet and greet

Strengthening the community

36	The ability to build and maintain effective relationship with parents, carers and the community that enhances the education of all students	✓		Panel In-tray
37	Committed to developing provision for the extended schools programme		✓	Panel School Council
38	Build on the existing positive relationships within our trust schools as well as our feeder and junior schools		✓	Panel
39	Ensure that the school markets itself to the community, via a professional and accurate website, producing an annual prospectus, and hosting open events to prospective parents		✓	Panel Presentation

Securing accountability to all stakeholders

40	Show commitment to the school, working effectively towards the academic, spiritual, moral, social, emotional, and cultural development of all its pupils		✓	School Council
41	The ability to collect and use relevant data set to account for the school's performance to a range of audiences	✓		Panel
42	Demonstrate experience of working with governance to enable it to meet its statutory responsibilities		✓	Panel, Reference
43	Committed to principle and practice of school self-evaluation and able to benchmark against relevant performance indicators from other schools	✓		Panel Reference



Photo taken by Stewart Turkington Photography

About Wokingham

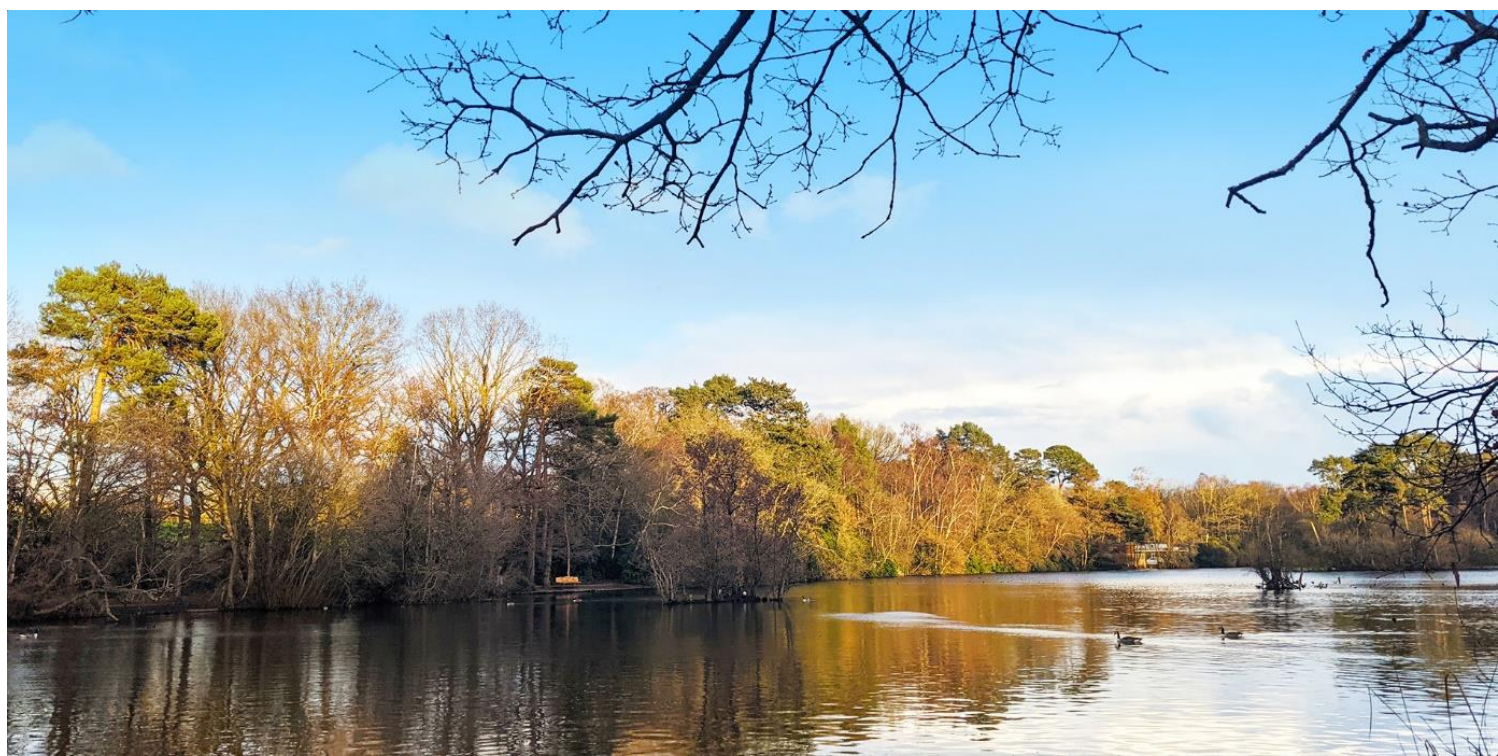
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	<p>Visits to St. Crispin's are warmly welcomed and candidates are also encouraged to meet with Ginny Rhodes, CEO The Circle Trust before their interview. We can be flexible in scheduling appointments.</p> <p>Please contact Mel Knight – Operations Manager, mknight@thecircletrust.co.uk or on 0118 338 1961</p>
Application form	<p>Please complete The Circle Trust application form. Or, 'Quick Apply' form if applying via TES. These are the only forms that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.</p>
References	<p>We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.</p>
Application closing date	<p>The closing date for applications is 9am Monday 29th April. Applications can be made via TES quick apply or application form on our school website.</p> <p>Please send your application to Mel Knight, The Circle Trust Operations Manager mknight@thecircletrust.co.uk Tel: 0118 338 1961 Applications will be acknowledged by email on the next school day.</p>
Shortlistings	<p>Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.</p>
Interview Dates	<p>Thursday 9th and Friday 10th May 2024</p>
Checks	<p>If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.</p>
Offer of employment	<p>We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.</p>

All unsuccessful candidates will be notified by email

How we use your data

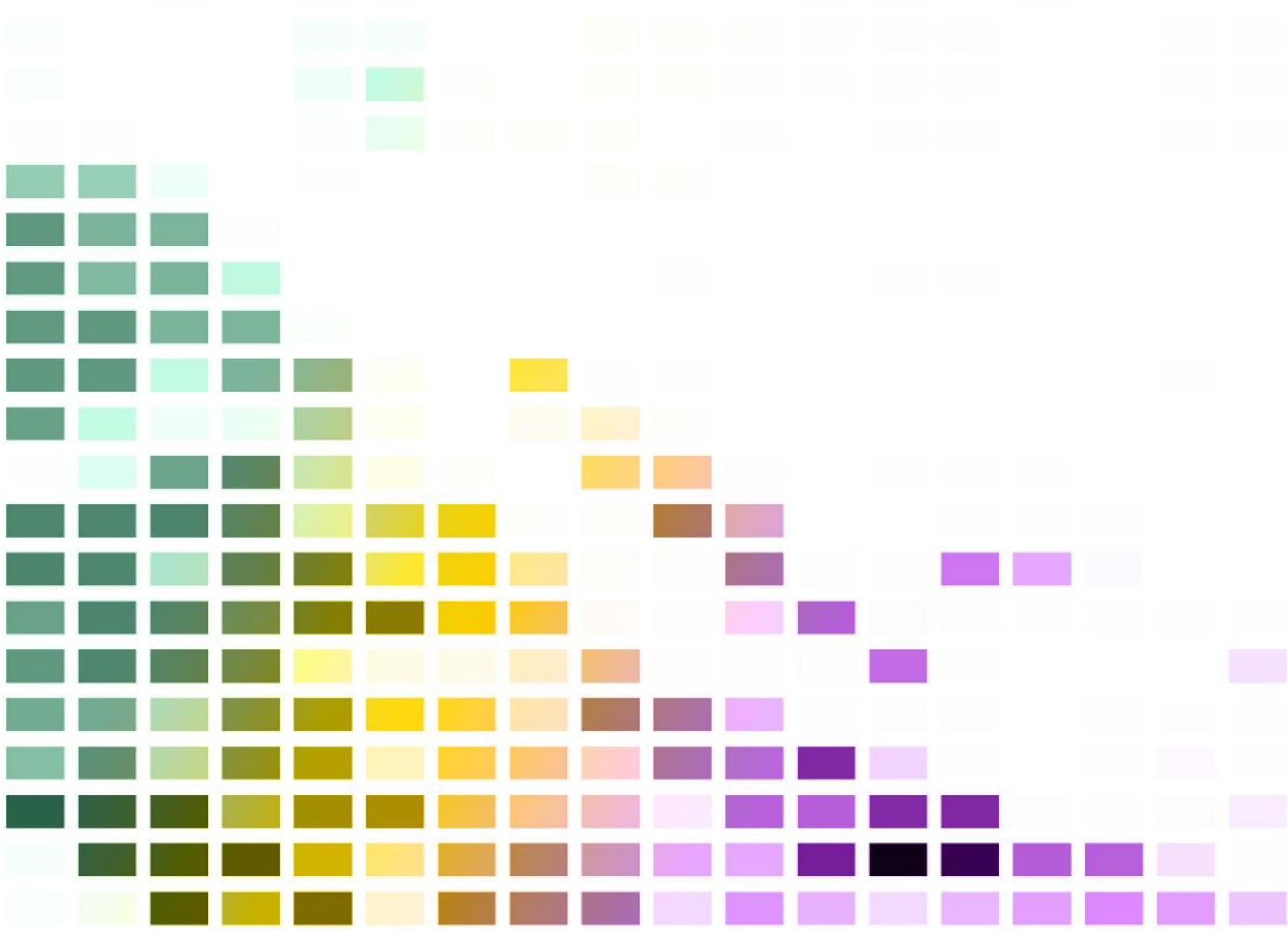
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches using a trusted third party.

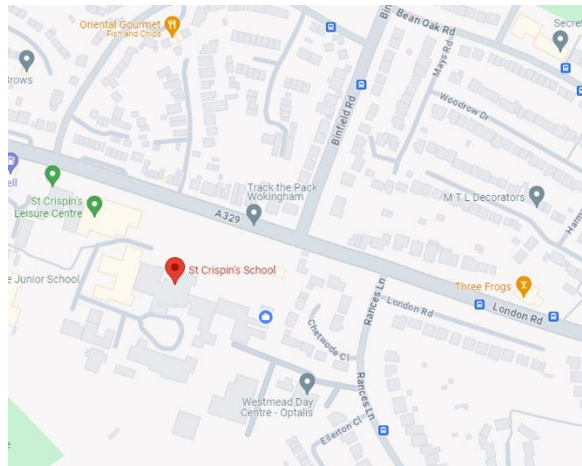
If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Mel Knight either. Via email mknight@thecircletrust.co.uk or call on 0118 338 1961.





St. Crispin's
Excellence for all



St. Crispin's School
London Road
Wokingham
Berkshire
RG40 1SS

t: 0118 978 1144

www.crispins.co.uk



The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.