



Executive Headteacher: Tim Rome

October 2019

Dear Applicant

Thank you for your interest in the vacancy for a Teaching Assistant. Please request an application form and supporting documents from the school office, which should be completed and handed in by the deadline of 12 noon on Monday 14th October 2019.

In order to comply with safeguarding requirements, candidates short-listed for interview should be aware that written references will be sought prior to interview.

Woodcote Primary School is committed to safeguarding and ensuring the welfare of our children. This post is subject to a satisfactory Enhanced DBS check and references. We actively promote equality and diversity.

We record your details as provided on your application form. This information is used for the recruitment process. This information can be accessed by authorised staff involved in the recruitment process as appropriate. This data is not normally shared with anyone outside of the school, but may be provided to emergency services in the event of an emergency. We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to a position. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

The person responsible for protecting the data held by our school is Mr Rome, Executive Headteacher. If you wish to find out more about the data we hold, please view our data protection policy, which is available on our website (<http://www.woodcoteprimary.croydon.sch.uk/key-information/policies/>) or can it be requested via email office@woodcoteprimary.croydon.sch.uk . You may also view a printed copy of our data protection policy by visiting the school office.

I look forward to receiving your application.

Yours faithfully

C Baldock
Acting Head of School