



**EMMBROOK** JUNIOR SCHOOL

**Roots to Grow, Wings to Fly**

APPLICANT INFORMATION PACK

**Headteacher for 1st September 2024**

**Closing date: 9am, Monday 22nd April 2024 | Interviews: Thursday 2nd & Friday 3rd May**

Emmbrook Junior School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR  
[www.emmbrookjuniorschool.co.uk](http://www.emmbrookjuniorschool.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](http://www.thecircletrust.co.uk).



# Dear Prospective Applicant

**A very warm welcome to Emmbrook Junior School and thank you for your interest in the position of Headteacher at our school. We seek a strong, collaborative, and visionary leader with excellent communication skills who will lead our school for the benefit of all children.**

Our new Headteacher will be looking to the future, planning better services for the children, investing in the skills of the staff, embedding technology and finding innovative revenue generation opportunities. The right appointment is essential to the evolution and development of the school to continue our Ofsted progress towards Outstanding. This is a great opportunity for academic and entrepreneurial progression.

If this is you, please read on.

Our school is central to the Emmbrook community with established partnerships with both the Infant and Senior schools not only through professional links and location, but also by being in The Circle Trust. From September there will be a new Headteacher at the Infant School. Two new Headteachers working together for the Emmbrook community is an amazing opportunity to forge deep and lasting integration across the infant and junior settings.

Our mission is to provide an inclusive, positive environment in which we nurture and empower pupils to develop life-long learning skills. We have developed a broad, engaging and interactive curriculum so that the children leave with good foundations and a life-long love of learning and independence.

## Roots to Grow, Wings to Fly

We are proud of the hard work and commitment of our staff, children, parents and local advisors as they ensure we deliver an excellent educational environment. Our Hearing Resource Base (shared with Emmbrook Infant School) is an integral part of the school and is incorporated into the curriculum through teaching sign language to all children as a Modern language.

Our new Headteacher will benefit from a strong induction program, led by The Circle Trust, the ongoing fellowship and support of like-minded professionals and a fully engaged Local Advisory Board. In return, we expect a strong leader with integrity, inspiration, ambition and high expectations of themselves and all at Emmbrook.

Our children love to share their learning and talk about their school, so you are warmly invited (and encouraged) to visit the school in action to get a real sense of our ethos. If you like what you have read and have the commitment and energy to build on past successes and lead the school in the next chapter of its journey, we would love to hear from you.

In order to arrange a visit, please contact Mel Knight, Operations Manager—The Circle Trust on 0118 338 1961  
[mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk)

Christine Mitchell

Chair of Local Advisors



# Are you looking for an exciting leadership opportunity in a welcoming, caring school?

Emmbrook Junior School is a long-standing educational institution nestled within the charming surroundings of the Emmbrook community in Wokingham. Situated amidst picturesque grounds, the school serves as a cornerstone of this close-knit neighborhood. With a rich history of nurturing young minds, the school takes pride in a well-established reputation for academic excellence and community engagement.

**Leadership scale 17-20 | £69,670-£75,331 per annum | Full time | Starting 1st September 2024**

## We offer:

- Autonomy to implement innovative strategies that align with the school's vision and goals
- A setting where our “pupils enjoy the chance to learn about, and celebrate, difference” (Ofsted 22)
- A supportive work environment with a positive school culture, collaborative staff relationships, and resources for work-life balance
- Pupils who consistently achieve strong academic results across a range of subjects and assessments
- Access to ongoing professional development opportunities, to help support the growth and advancement of your success in the role
- A supportive and dedicated Local Advisory Board
- Access to a network of experienced educational leaders, mentors, and professional connections via membership of a well-respected local multi-academy trust – The Circle Trust

## As Headteacher you will:

- Shape and drive the educational vision and innovation of the school. This includes developing and implementing cutting-edge teaching and learning strategies, curriculum enhancements, and educational programs 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
- Have the authority and responsibility to drive positive change and make a meaningful impact on the lives of pupils and the broader community
- Build strong relationships and partnerships with various stakeholders, including pupils, parents, staff, governance, and other leaders across The Circle Trust
- Access professional growth and development opportunities to further enhance your leadership skills, knowledge, and expertise

Visits to our school are warmly welcomed and encouraged during the week of 11th, 18th March & 15th April.

## To arrange a visit or apply

Contact Mel Knight - Operations Manager, The Circle Trust [mknight@thecircletrust.co.uk](mailto: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 22nd April 2024 | **Interviews:** Thursday 2nd & Friday 3rd May

*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

We are a vibrant 2-form entry mixed school catering to children aged 7-11, with an enrolment of approximately 256 pupils. Located alongside Emmbrook Infant School, we share a harmonious school setting that enhances our opportunities for collaborative learning. Our pupils are organised into eight mixed-ability classes. Whether through large or small group activities, or individualised instruction, our focus remains on meeting the unique needs of every pupil.

At our school, we are privileged to boast exceptional facilities that enrich the learning experience. Each spacious classroom is equipped with interactive whiteboards, fostering engaging and dynamic lessons tailored to diverse learning styles. Moreover, we have designated spaces within each year group for specialised learning activities, promoting creativity and personalised support through small group sessions and one-to-one interventions. Our pupils delight in exploring our well-stocked library and dedicated reading chalet, made possible through the generous support of our dedicated Parent-Teacher Association (PTA). In addition, the school boasts an actively engaged and supportive parent forum, fostering a collaborative environment for pupil success.

We take pride in our state-of-the-art ICT suite, featuring 32 flat screen computers and interactive whiteboard technology. Furthermore, each classroom is furnished with networked computers, seamlessly integrating access to the suite's resources and programs. Our multi-purpose hall is equipped with a projector and internet connectivity, facilitating multimedia learning experiences and presentations.

As a school with a Total Communication Base, we prioritise inclusivity and accessibility. Our dedicated classroom equipped with specialised teaching aids serves our Hearing-Impaired pupils, ensuring they receive tailored support. Furthermore, all our classrooms are equipped with 'soundfield' systems, fostering an inclusive learning environment where all pupils can thrive together.



*“Emmbrook Junior School pupils speak with pride as they describe their school.*



*They are appreciative of being here because they know they are part of something special.*

*Pupils are warm, friendly, and courteous.*

*They show kindness to visitors, staff, and each other.*

*Pupils feel safe as everyone looks out for each other.”*

(Ofsted 2022)





## Our Mission

We provide an inclusive, positive environment in which we nurture and empower our children to develop life-long learning skills. This enables them to grow into reflective, successful, and well-rounded individuals in our global community.

### We aim to:

- Create a stimulating environment, where all our children enjoy learning and feel happy, safe, and valued
- Grow our children's self-awareness, self-esteem and respect for the feelings, beliefs, and opinions of others to prepare them positively for their adult lives
- Develop motivated, hardworking, inquisitive, and well-behaved children who take increasing responsibility for their own learning
- Enable children to face challenges and embrace change through perseverance, determination, and flexibility
- Support children to develop personal responsibility, work collaboratively and prepare themselves for secondary education
- Recognise and celebrate the achievements of all

### Our Ethos:

- The ethos of the school is based upon strong relationships, respect for all and freedom from bullying, intolerance and discrimination
- We will support children to maximise their achievement through high quality teaching and a strong partnership with parents to secure effective learning
- Our implementation of the National Curriculum will deliver stimulating and confidence – building learning opportunities in a safe environment where all can succeed at their highest level
- We will ensure that alongside the acquisition of knowledge our children will develop strong social and personal skills



## Great learning and working environment

We are fortunate to offer our students a spacious outdoor area for recreational and educational activities. Our expansive playground and two sports fields provide ample space for outdoor play and games. Shaded by trees, our outdoor space provides a serene environment for breaks and outdoor lessons.

In addition, a fitness trail and tyre park promote physical activity and wellness among our students. For those seeking quiet time, our reading chalet offers a peaceful retreat for reading and drawing.

We are currently enhancing our outdoor learning area, featuring a pond and outdoor classroom. This sheltered space enables year-round outdoor education.

Adjacent to the Emm Brook, a significant portion of our grounds is dedicated to environmental conservation, providing a habitat for local wildlife to thrive.





## Our Performance Data

Percentage of children reaching the expected standard

Year	Reading	Writing	Maths	GPS
2023 (EJS)	92%	77%	82%	89%
2023 (Nat)	73%	71%	73%	72%
2022 (EJS)	85%	83%	85%	88%
2022 (Nat)	74%	69%	71%	72%

Percentage of children exceeding the expected standard

Year	Reading	Writing	Maths	GPS
2023 (EJS)	26%	8%	34%	40%
2023 (Nat)	29%	13%	24%	30%
2022 (EJS)	38%	8%	33%	31%
2022 (Nat)	28%	13%	22%	28%

# Roots to Grow, Wings to Fly



# Job Description

<b>Salary</b>	Leadership Scale 17-20 £69,670 -£75,331 per annum	<b>Reporting to</b>	CEO – The Circle Trust
<b>Contract</b>	Full-time	<b>Start Date</b>	1st September 2024

This document is in the context of the current Headteacher standards as a common framework of expectations to be used for the Headteacher post at Emmbrook Junior School. The fundamental responsibility of the Headteacher is to ensure effective management of the school so that it contributes fully to each student's educational development intellectually, physically, morally and spiritually.

## Duties and responsibilities

### As Headteacher of Emmbrook Junior School, responsible to the trustees, 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 Emmbrook Junior School, the Headteacher 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 and implement strategies to secure 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; use 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, so can achieve the best possible outcome
- Actively review and promote the benefits of PiXL to enable school improvements and raising 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 review for all staff
- Delegate tasks to foster a distributed management culture and to develop staff, ensuring appropriate monitoring is in place at all times
- Encourage a culture of continuous improvement within the school, coaching and developing staff to thrive, taking learnings 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 in order to promote a common understanding of the school 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 the data gathered by DfE, Local Authority and school-based surveys
- Ensure that through good financial management the school provides value for money through 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 schoolteacher's Pay and Conditions as they relate to Headteachers.





# Person Specification

This document is in the context of the current Headteacher standards as a common framework of expectations to be used for the Headteacher post at Emmbrook Junior School.

The Headteacher shall provide professional and imaginative leadership, vision and management encapsulating all aspects of the school. The appointee shall set and maintain high standards for students and staff alike and shall be seen to lead by example. The Headteacher shall maintain and develop the distributed management and collective responsibility ethos within the school and shall develop and promote the school as part of the wider community through partnership and collaboration.

## Qualifications and Experience:

- Graduate/Post Graduate qualification
- Recognised Qualified Teacher Status
- Willingness to enrol and achieve NPQH
- Senior management experience
- Understanding of the educational issues across the primary school range

## Shaping the Future:

- Ability to set and model the values and vision of the school to motivate and inspire others to achieve it
- Evidence of commitment to creativity, innovation and the use of new technologies to achieve excellence
- Have the ability to think strategically, working with others to set direction
- Demonstrate the ability to listen to and communicate with pupils, staff and parents, to share and implement new ideas

## Leading Learning and Teaching:

- Demonstrate the principles and practice of effective teaching and learning, including using data, benchmarking and targets to monitor progress
- Have ability to provide a caring and considerate learning environment to promote high standards of pupil behaviour, personal and social development
- Have a high expectation of learning and good behaviour and the ability to implement strategies to secure high standards and achievement
- Experience of, or a commitment to developing, promoting and delivering a balanced, creative and broad curriculum
- Challenge underperformance at all levels and ensure effective corrective action and follow up
- Demonstrate both creativity with and commitment to ICT throughout school life
- Demonstrate the personal enthusiasm for and commitment to the learning process for the whole school community

## Developing self and working with others:

- Demonstrate a commitment to and ideally experience of collaborative working in and beyond the school
- Ability to maintain and promote the school's positive ethos and effective teamwork
- Commitment to provide an appropriate work/life balance for the staff
- Ability and skills to challenge, influence and motivate others to attain high goals
- Foster an open and fair culture
- Ability to support teachers in all matters of classroom organisation and management
- Experience of networking with others to positively impact own school



### Managing the organisation:

- Effective decision maker able to initiate and monitor policies and practices and able to delegate implementation
- Proactive: able to identify issues early and to take remedial or preventative action as necessary
- Ability to develop, articulate and communicate a vision for the school to pupils, parents, staff, local advisors and the wider school community
- Ability to maintain and develop a cohesive working relationship with the school staff and the local advisors
- Advocate of continuous improvement with experience of creating strategic objectives and measuring success against outcomes
- Understand the effective use of IT in management
- Understanding and experience of the application of staff performance management processes
- Demonstrate an understanding of financial management and planning
- Committed to continuous professional development of self and all staff
- Skilled leader and team player able to plan, organise, communicate and delegate effectively
- Approachable, with excellent communication skills, both in large groups and one to one

### Strengthening the Community:

- The ability to build and maintain effective relationship with parents, carers and the community that enhances the education of all students
- Committed to developing provision for the extended schools programme
- Build on the existing good relationships with our feeder and junior schools
- 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

### Securing accountability to all stakeholders:

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

## To arrange a visit or apply

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

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# About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration 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. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

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 to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year.

We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

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



## About The Circle Trust

The Circle Trust, established in 2018, was created to serve the area of 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.](#)

The Circle Trust is 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. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition to seek the highest academic performance. Currently, the Trust includes two secondary schools-The Emmbrook, St Crispin’s, and six schools at the primary phase - Shinfield Infant and Nursery School, Wescott Infants, Westende Junior School, Emmbrook Infants and Emmbrook Juniors, Badgemore Primary School and continues to grow.



In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach, our way of working and indeed the ethos of how we operate. It is a name that is deliberately neutral and without association of a specific school. In our Trust, we know it is important to treat every school as individual and unique and feel strongly that a name shouldn’t be connected to a single institution. One of our core values is that of being inclusive and so we wanted our name to encapsulate all sorts of schools whatever their type or phase.

Collaboration is important to us. Being part of our multi-academy trust does not mean working exclusively within the Trust. We encourage schools to retain their relationships with other local and national partners. The Circle Trust is not, and will never be, a franchise model requiring schools to work in a regulated and specific way. 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. We don’t want to change schools, we want to help them be better. As a Trust we take this aligned approach and our ambition is clear, to improve the educational outcomes for children and young people.

Our Trust therefore 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 for their school. 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), The Circle Trust is able to provide school improvement advice and strategy based on consistency and fluency in education.





We are able to create and promote an educational environment for the 21st century with wide-ranging opportunities for our students; accommodating a wider breadth of activities for the more able pupils as well as enabling primary age pupils to access the secondary phase specialist teacher, resources and facilities more easily. Bespoke strategies to address the 'dips' in learning usually associated with transitions and transfers from school to school which begin with the opportunity for mixed age work, stage not age and learner mentoring and exploits distinctive opportunities for flexible deployment for staff. Simply put, we promote the potential to stimulate the development of imaginative approaches, which focus on achieving high levels of success for all.

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 really welcoming, warm and able to provide a great deal of professional support and fellowship in what is a challenging, somewhat scary but most definitely worthwhile role!

If you want to know a little more about The Circle Trust, some more information can be found on the Trust's website [The Circle Trust](#) and [Family Circle guide](#).

All applicants I know will be very busy people, but I absolutely welcome any candidate who would like to meet myself as CEO and our Trust Team to get in contact via [mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk) we'd love to have a cuppa with you!

Ginny Rhodes  
Chief Executive Officer





# The Recruitment Process

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 and checks on references.

## Application form

Please complete [The Circle Trust application form](#). Or, 'Quick Apply' form if applying via TES. This is the only form 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.

## References

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.

## Closing date

The closing date for applications is **9am Monday 22nd April 2024**. Please send your application to Mel Knight, The Circle Trust Operations Manager [mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk)

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

## Short-listing and interviews

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 for interviews on **Thursday 2nd May 2024**.

## Checks

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.

## Offer of employment

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.

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.

## Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

## Data protection

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. 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.