



**HERITAGE  
HIGH  
SCHOOL**

**CANDIDATE PACK**





# WELCOME FROM THE HEADTEACHER

Heritage High School is a thriving 11-16 secondary school in the heart of the community. We are an increasingly popular school, all year groups are oversubscribed and we currently have 1,000 students on roll. Collectively we are committed to the very best for our students.

In a fast-moving world where nothing is certain, we want our students to know that they will be supported and equipped to make good choices as they grow from children into young adults. We are a school that offers high quality pastoral care and believe it is important to know each individual. We offer support to all students to ensure they feel safe and cared for, giving them the best chance of success in life. Heritage High School aims to help all of our students to develop into caring young adults, aware of their place in the modern world and able to make a difference.

We believe that learning should be interesting, engaging and relevant. Our curriculum has been carefully designed by subject specialists to ensure that all students have the opportunity to pursue their interests and that students are challenged to succeed to the best of their abilities.

Employability and progression are key drivers that underpin our curriculum to offer students relevant paths upon leaving school, supported by expert advice regarding the routes on offer. This is all supported through the outstanding facilities that we have on offer at the school including specialist science labs, design technology workshops, fantastic PE facilities, dance and drama studios.

We are a school that encourages and expects all students to take a full and active part in their own learning through active participation in all lessons. In addition to lessons through the school day we offer a wide range of extra-curricular activities across several areas.

The quality of our teaching is high and maintaining this is my number one priority. To achieve this all employees at Heritage High are fully supported to develop themselves professionally. Our in-house and Trust professional learning programme is a particular strength and all employees are encouraged and expected to tap into the array of opportunities on offer.

In November 2023 the school was graded as Good school in all aspects by Ofsted, reflecting the journey of improvement we have been on. We are committed to providing the very best for the young people in our care and I hope that together we can drive the school forwards to even greater success.

To develop and improve the school further we need to recruit the best people at every opportunity. We are looking for people who are committed to improving the life choices of Heritage students and who can fit the friendly, hard-working and ambitious profile of the employees already here.

If you would like to visit the school please do not hesitate to contact us. We are always happy to meet prospective applicants and to talk openly and honestly about the post on offer. I look forward to receiving your application.

**DEB ELSDON**  
**HEADTEACHER**





## WHO ARE WE?

Heritage High School is based in Clowne is proud of its strong reputation for the high standards of teaching, behaviour and academic achievement.

Heritage High School has:



**1,000**  
students  
on roll



**105**  
members  
of staff



## THE FOLLOWING COMMENTS WERE NOTED AT OUR LAST INSPECTION IN 2023

"This is a school where all staff want the very best for their pupils. They have high aspirations and promote the school's values of 'ambition, teamwork and honesty and kindness'."

"Pupils are polite and friendly. Relationships between pupils and staff are positive."

"The school has high expectations for everyone."

"There are clear routines, rewards and sanctions."

"The school has designed a well-sequenced, ambitious curriculum. They have identified the important knowledge that pupils need to know and remember."

"The school makes sure that teachers receive clear advice about how to meet the needs of pupils with special educational needs and/or disabilities (SEND)."

## THE FOLLOWING COMMENTS WERE MADE BY OUR TEAM IN OUR LATEST ANNUAL WELLBEING SURVEY

"When I ask for help, I receive it. Heritage is the best school I have worked in for this level of support."

"Staff wellbeing is good. I feel listened to and supported."

"Staff are very supportive of each other and morale between members of teaching and support staff is great."

"Booklets have made a big improvement to workload."

# HERITAGE HIGH SCHOOL IS PROUD TO BE A PART OF THE TWO COUNTIES TRUST

## OUR TRUST

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



11,000

We are the Trust of choice for over 11,000 students



1,500

The employer of choice for 1,500 employees.



## VISION

Enhancing life choices.

## MISSION

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

## FOCUS

Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

## VALUES



### Ambition

We maximise our potential through striving for excellence.



### Teamwork

We give 100% effort, displaying kindness and humility for the benefit of all.



### Honesty

We are respectfully open about our successes and areas for growth.

## STRATEGIC ANCHORS



Build a **compelling learning culture** built on strong professional relationships where all can achieve.



Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.



We put **people first** through high-quality professional learning and a culture of coaching.



Create a healthy organisation, free from politics and confusion through clarity following the **Empowered to Lead** operating model.



# WHY YOU SHOULD JOIN HERITAGE HIGH SCHOOL, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Heritage High School, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of happy, rewarded, and motivated employees and as such we have developed our HR and Professional Learning strategies to invest in people. We are fully committed to supporting your career and professional growth through a range of routes both within the school, externally, and across the Trust, offering extensive professional learning for all employees.

We have removed appraisal and appraisal related pay progression, recognising the limitations, and changed the focus from proving to improving through professional growth which is focused on individual ambitions, enabling everyone to get a little bit better all the time. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

We are committed to the welfare of our employees and alongside our own wellbeing and workload management arrangements we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced Employee Assistance Programme from day 1 of employment. This scheme helps you and your family to manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

There are also an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, diagnostic consultation and therapy

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.



## Attendance Administration Coordinator

|                         |   |
|-------------------------|---|
| <b>Grade and Salary</b> | Grade 4 £24,262 - £26,318 (£27,711 - £30,060 FTE per annum) |
| <b>Working pattern</b>  | 37 hours per week, 39 weeks working (TTO)                   |
| <b>Contract term</b>    | Permanent   |

### The School:

Heritage High School is a happy, safe and stimulating place to work and learn and it is our determination to continually improve that sets us apart from other schools. We believe that learning should be fun, challenging and stimulating and the quality of our people lies at the heart of achieving our goals

### The role:

Heritage High school are looking for a hard-working, committed Attendance Administration Coordinator to join their team. The role consists of working closely with the safeguarding team to persuade, empower and motivate families to engage and overcome barriers to positive attendance barriers.

### The person:

The successful candidate will be able to work independently and as part of a team, be able to maintain high standards, and have the ability to proactively engage with young people. You will have experience in working with young people in different settings, and experience updating and maintaining accurate records and systems.

### Why join us?

There are many reasons to choose The Two Counties Trust as a great place to start or continue your career.

We recognise the importance of a happy, healthy, rewarded and well motivated workforce and as such we have developed our HR strategy to invest in our employees. We have removed appraisal and appraisal related pay progression, changing the focus from validation to professional growth and enabling all our employees to get better all the time.

We are fully committed to supporting your career and professional growth through a range of routes both within schools and across the Trust and we offer extensive professional learning opportunities for all employees.

### We offer:

- Highly competitive pay and pay progression opportunities.
- We do not operate appraisal or appraisal related pay progression. All employees participate in our Professional Learning Scheme which supports colleagues to develop their expertise and benefit from valuable professional learning.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.
- Opportunities to experience and share practice in our partner schools across the Trust.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.
- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

**The closing date for applications is: 09:00am on Friday 18 July 2025**

**Interviews will be held on: Monday 21 July 2025**

***It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.***

***We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.***

***In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates and a social media check will be required as a condition of employment.***

***We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.***





## JOB PROFILE

### Attendance Administration Coordinator

|                               |  |
|-------------------------------|--|
| <b>Job title</b>              | Attendance Administration Coordinator  |
| <b>Responsible to:</b>        | Assistant Headteacher  |
| <b>Responsible for:</b>       | Administration of attendance, monitoring of attendance, home visits and implementing the TTCT toolkit.   |
| <b>Salary / Grade:</b>        | Grade 4 £24,262 - £26,318 (£27,711 - £30,060 FTE per annum)  |
| <b>Working hours / weeks:</b> | 37 hours per week, 39 week working (TTO)   |
| <b>Core purpose:</b>          | <p>To undertake timely and efficient attendance administration duties, liaising with all required stakeholders for the role to increase attendance whole-school.</p> <p>Support whole school attendance through office-based work, working with families and with outside agencies.</p> <p>Work preventatively to provide early intervention signposting support and guidance.</p> <p>To work with the Safeguarding Team to respond to and assist in implementing student and family engagement strategies as part of the school's Early Help offer.</p> <p>Persuade, empower and motivate families to engage and overcome barriers to positive attendance patterns.</p> <p>Liaise with relevant agencies to improve swift access to statutory and voluntary services.</p> |

#### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

#### Key responsibilities:

##### Early intervention and prevention.

- Ensure a strategic approach to managing school attendance is applied; identifying absence patterns, data trends and topical issues within individual and across partnership schools
- Work with school staff to identify and support students with significant external attendance issues.
- To consult and support the Senior Leadership team and to work alongside the Heads of Year and other staff on issues of attendance and absence.
- To plan and implement interventions, for example home visits, punctuality alerts, student interventions, outside agency working and through meetings-
- To support the implementation of strategies to reduce truancy and persistent absenteeism.



- To undertake home visits to identify barriers to education and provide appropriate support for families. To formulate, during such visits, strategies as appropriate for the family and to deal with the consequences of poor attendance.
- Provide information on attendance issues and/or concerns and report to outside agencies as requested within the school sharing information guidelines
- Build good working relationships with partnership organisations, within the statutory and voluntary sectors.

### **Support and Guidance**

- To support student, and their families, where attendance is a barrier to their learning.
- To share knowledge and provide guidance to schools and parents in relation to a range of programmes of support which will meet the needs of students and families
- To work closely with families ensuring smooth and effective communication
- To promote parental responsibility for school enforcement and support statutory enforcement.
- To organise and run attendance panel meetings, alongside relevant staff to support families with their attendance.
- Support individual and partnership schools in planning and deliver high quality attendance intervention.
- To proactively engage external attendance support to ensure high impact and value for money.

### **Case Management**

- To maintain high standards in record keeping, letter and report writing. To be able to access education computer software, to obtain relevant information on student data, prepare assessments and reports; and provide statistics as required; and removal from roll and passed to the DSL.; and ensure student absences text messages
- To prepare witness statements under s444 of the Education Act (1996) cases of non-school attendance for Magistrates Court. Attend and give evidence in court.
- To prepare and assist under s36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- To rigorously embed the Trust attendance policy and procedures; with families on identified caseloads.
- To lead and manage the penalty notice caseload of the school.
- To have a working knowledge of relevant education and childcare legislation, which has a significant influence on the functions of the Family Support Service. Be able to advise school staff and parents/carers on the implications of such legislation and its practical and its practical application to school, students and their parents.
- To liaise with other schools to ensure attendance marks are shared and accurate for students on off site directions and AP students and for any students on reduced timetables.
- To send letters and correspondence to families as required including attendance panels
- To meet with year leaders and heads of year to direct the focus 5 target students based on attendance.

### **Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

A check will also be completed of current prohibitions, restrictions, sanctions or those who have failed induction through Teacher Services which may prevent teachers from working in this role with satisfactory clearance required as a condition of employment.

*It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.*

Employees engaged in management positions will also require a Section 128 check.

### **Our Mission:**

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

### **Our values:**

*How do we behave?* **Ambition:** we maximise our potential through striving for excellence

**Teamwork:** we give 100% effort, displaying kindness and humility for the benefit of all.

**Honesty:** we are respectfully open about our successes and areas for growth

### **Our strategic anchors:**

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.



# PERSON SPECIFICATION

| Role: Attendance administration lead |   | E/D | A | I |
|--------------------------------------|---|-----|---|---|
| <b>Qualifications &amp; Training</b> |   |     |   |   |
| 1                                    | Educated to level 3 with English and Maths at level 2 or equivalent   | D   | ✓ |   |
| 2                                    | Full UK Driving Licence (including access to a vehicle and appropriate business use insurance)                                  | E   | ✓ |   |
| <b>Experience</b>                    |   |     |   |   |
| 3                                    | Experience of tracking attendance within an educational setting.  | D   | ✓ | ✓ |
| 4                                    | Experience of working with young people in a variety of settings.   | E   | ✓ | ✓ |
| 5                                    | Effective planning and delivery of projects and initiatives for young people.   | D   | ✓ | ✓ |
| 6                                    | Has experience updating and maintaining accurate records and systems.   | E   | ✓ | ✓ |
| 7                                    | Working with young people in groups and on a 1:1 basis.   | D   | ✓ | ✓ |
| 8                                    | Working with vulnerable families/young people with challenging circumstances.   | E   | ✓ | ✓ |
| 9                                    | Working with other agencies including the voluntary sector.   | E   | ✓ | ✓ |
| <b>Knowledge &amp; Understanding</b> |   |     |   |   |
| 10                                   | An understanding of the mission and values of the Trust.  | E   | ✓ | ✓ |
| 11                                   | An understanding of safeguarding issues and promoting the welfare of children.  | E   |   | ✓ |
| 12                                   | Understanding of the barriers to learning and attending school faced by children and young people and how they can be overcome. | E   | ✓ | ✓ |
| 13                                   | Knowledge of up-to-date education initiatives surrounding improving attendance.   | D   | ✓ | ✓ |
| 14                                   | Understanding of health and safety responsibilities.  | E   | ✓ | ✓ |
| 15                                   | Knowledge of current government initiatives for young people and current trends, issues and practice youth work.                | D   | ✓ | ✓ |
| 16                                   | Knowledge and understanding of the risk factors present in young people and families with complex needs.                        | D   | ✓ | ✓ |
| 17                                   | Theoretical knowledge of group work and proven ability to effectively deliver to groups.  | D   | ✓ | ✓ |
| <b>Skills &amp; Abilities</b>        |   |     |   |   |
| 18                                   | Ability to form and maintain appropriate professional boundaries with children.   | E   |   | ✓ |
| 19                                   | Proven ability to communicate effectively both verbally and in writing with adults and young people                             | E   |   | ✓ |
| 20                                   | Ability to develop and sustain relationships with young people, families and professionals from a range of backgrounds          | E   |   | ✓ |
| 21                                   | Has the ability to make decisions within the parameters of the role and consult the relevant people for advice                  | E   |   | ✓ |
| 22                                   | Confident IT skills with an interest in learning new IT skills and systems  | E   |   | ✓ |
| 23                                   | Competent user of MS Office   | E   | ✓ |   |
| 24                                   | The ability to proactively engage with young people   | E   |   | ✓ |
| 25                                   | Ability to identify and liaise with other relevant agencies   | E   |   | ✓ |
| <b>Personal Attributes</b>           |   |     |   |   |
| 26                                   | Shows resilience when dealing with unexpected for challenging situations  | E   |   | ✓ |
| 27                                   | Accountable for improving the outcomes of young people  | E   |   | ✓ |
| 28                                   | Ability to deliver effective change with young people   | E   |   | ✓ |
| 29                                   | Ability to work on own initiative and demonstrate commitment to teamwork  | E   |   | ✓ |
| 30                                   | Discreet and able to maintain confidentiality when working with sensitive information   | E   |   | ✓ |
| 31                                   | Commitment to development and training of self and others   | E   |   | ✓ |
| 32                                   | Ability to work unsupervised and as part of a team  | E   |   | ✓ |
| <b>Other</b>                         |   |     |   |   |
| 33                                   | A commitment to uphold and promote equality of opportunity.   | E   |   | ✓ |

**Key: ✓**

|          |                              |
|----------|------------------------------|
| <b>E</b> | Essential                    |
| <b>D</b> | Desirable                    |
| <b>A</b> | Assessed by Application Form |
| <b>I</b> | Assessed by Interview        |

**Date:** June 2025



## HOW TO APPLY

TES is our recruitment platform so please go to [www.tes.com/jobs](http://www.tes.com/jobs) to apply for this role online.

If you do not wish to apply online you can request an application form from [HR@ttct.co.uk](mailto:HR@ttct.co.uk) to be returned via e-mail.

Please ensure that you set out in your application on no more than 2 sides of A4, why your experience and ambition is a good fit for the role of Attendance Administration Coordinator within Heritage High School.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via TES. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

**Applications must arrive by 09:00am on Friday 18 July 2025**

**Interviews will be held on Monday 21 July 2025**

# TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

## **1. Always read the job profile**

The job profile includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

## **2. Complete as much detail as possible**

We get many application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

## **3. Make sure your supporting statement is well constructed**

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

## **4. Proofread your application before submission**

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

## **5. Be truthful**

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from any education you have, as we will ask to see proof of qualifications.

## **6. References**

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.



Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher **must** be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

### **Equal Opportunities Monitoring**

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



# PRIVACY NOTICE

## 1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

## 2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Name, address and contact details, including email address and telephone number.
  - Copies of right to work documentation.
  - References.
  - Evidence of qualifications.
  - Information about your current role, level of remuneration, including benefit entitlements.
  - Employment records, including work history, job titles, training records and professional memberships.
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
  - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions.
  - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
  - Photographs and CCTV images captured in school.
  - All telephone calls are recorded for quality and training purposes.
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with the information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## 3. Why we use this data

- 3.1 The Trust needs to process data to take steps prior to entering into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust 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 the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.



- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than recruitment.

#### **4. How use the data**

- 4.1 Your information may be shared within the Trust for the purposes of recruitment. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
- Your referees.
  - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
  - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
  - Where relevant and as required for some posts, the Teacher Regulation Authority checks.
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

#### **5. Automated Decision Making and Profiling**

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6. Collecting data**

- 6.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

#### **7. What if you do not provide personal data?**

- 7.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.
- 7.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 7.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
- Local authorities.
  - Government departments or agencies.
  - Police forces, courts, tribunals.



## **8. How we store data**

- 8.1 The Trust takes the security of your data seriously. It has 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.
- 8.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.
- 8.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## **9. Transferring data internationally**

- 9.1 We do not share personal information internationally.

## **10. Your rights**

- 10.1 You have a right to access and obtain a copy of your data on request;  
You can:
- Require us to change incorrect or incomplete data.
  - Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
  - Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.
- 10.2 If you would like to exercise any of these rights, please contact the Trust.

## **11. Complaints**

- 11.1 We take any complaints about our collection and use of personal information seriously.
- 11.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 11.3 You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **12. Contact us**

- 12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via [info@ttct.co.uk](mailto:info@ttct.co.uk).

## **13. General Data Protection Regulation**

- 13.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.



## CONTACT US

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