SWANWICK
HALL
SCHOOL

# CANDIDATE PACK




THE
TWO
COUNTIES
TRUST

www.swanwickhall.ttct.co.uk

# WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Thank you for your interest in joining The Two Counties Trust.

We are a Multi Academy Trust with ten secondary schools educating students across Nottinghamshire and Derbyshire.

Our central office is based in Ashfield where a team of talented professionals support our schools.

This is an exciting time to join our Trust and our future is bright with more and more families choosing to send their children to a Two Counties Trust school.

A key focus for our Trust is to continue to develop a compelling learning culture for all our students and ensure that we are planning and delivering a high value curriculum.

We also continue to invest in our people, buildings and infrastructure to ensure our team are developed and rewarded, and to enable everyone to enjoy a professional working and learning environment.

I am passionate about serving our local communities and our mission is to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

I have a clear vision for the Trust and what we need to do to be even more successful going forward. We are ambitious for our students, our families and our employees, and our shared values of **Ambition**, **Teamwork** and **Honesty** are lived by everyone.

All of our employees play a key role in making our vision a reality, and this role is no exception.

I hope you find this candidate pack of interest and I look forward to receiving your application.

**WESLEY DAVIES,**
**CHIEF EXECUTIVE OFFICER**



# WELCOME FROM THE HEADTEACHER

Swanwick Hall School stands in 22 acres of beautiful land. Our school has continued to prosper and serve the community for over 100 years since its establishment.

At Swanwick Hall, we uphold the values of ambition, teamwork, and honesty each and every day. These values shape our approach to education and guide the experiences of our over 1,100 students aged 11 to 18.

Our mission is clear, to provide students with opportunities and experiences that enhance their life choices, making a positive contribution to the world we share.

Since Swanwick Hall was formed, education has undergone significant changes, and it's clear that we must remain innovative to continue to grow and develop.

**So, why choose Swanwick Hall?**

We place a real emphasis on high-quality teaching and have undertaken a vast amount of work on developing a high-quality knowledge-rich curriculum in all subjects. Our Swanwick lesson framework is based on strong classroom routines which ensure that all students have a clear understanding of what to expect in the classroom. We believe that 'structure liberates' and as a result, with strong structures in place, our staff have the autonomy to deliver lessons which are engaging, interesting and relevant.

We invest significantly in ongoing professional learning within our school and through collaboration with our colleagues in The Two Counties Trust. In partnership with our Trust colleagues, we have introduced our innovation to traditional appraisal which focusses on supporting our staff to fulfil their ambitions for their future. We hold deliberate practice sessions for our teaching staff each week and actively encourage everyone to participate in professional learning and focus on their career ambitions.

We are developing our offer that sits outside of the classroom and have a real focus on building opportunities for students for enrichment, leadership and trips. Learning outside of the classroom is equally as important as inside of the classroom, and we know that these opportunities will help to further instil a real sense of belonging here at Swanwick Hall.

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 enhancing the life choices of Swanwick Hall students and who can join our warm, hard-working and ambitious team.

If you haven't already, I recommend that you visit the school and see us in action. We are always happy to meet prospective applicants and to talk openly and honestly about the school and the post on offer.

**EMMA HOWARD**
**HEADTEACHER**



## WHO ARE WE?

Swanwick Hall School is based in the Derbyshire village of Swanwick and has:



**1,100**
students on roll

**130**
members of staff

**16**
a post 16 study programme

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

"The school has high expectations of all pupils."

"Pupils have access to a broad and balanced curriculum. This includes a wide range of GCSE and A Level subjects."

"Younger pupils benefit from a timetabled enrichment programme which allows them to develop their talents and interests."

## WHAT OUR STAFF HAVE SAID ABOUT SWANWICK HALL SCHOOL:

"Leaders care about staff wellbeing."

"The emphasis on reducing workload is a massive positive; through professional learning, deliberate practice, live marking strategies and practices to actively reduce workload."

"Workload is manageable and it feels like staff wellbeing is a priority."

"Our curriculum is the strongest that it has ever been and keeps getting stronger."

# SWANWICK HALL 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.

**12,000**
We are the Trust of choice for over 12,000 students

**1,600**
The employer of choice for 1,600 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 SWANWICK HALL 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 Swanwick Hall 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.

# Finance Assistant

| | |
|---|---|
| **Grade and Salary** | Grade 3: £23,193 – £24,720<br>(£26,403 -£28,142 FTE) |
| **Working pattern** | 37 hours per week, 40 working weeks |
| **Contract term** | Permanent |

**The School:**

Located in the semi-rural village of Swanwick on the Nottinghamshire / Derbyshire border and within easy reach of the M1, Swanwick Hall is an 11-18 school with over 1,000 students situated on a beautiful 23-acre site around a Grade 2 listed Hall.

At Swanwick Hall our mission is simple, we exist to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share. The school, a member of The Two Counties Trust, is rightly proud of its reputation in the community as a good school which has an excellent record of student progression and positive engagement based on mutual respect.

**The role:**

The role of Finance Assistant is required to manage the school responsibilities in purchase and sales ledger, school fund, petty cash and purchasing card activity in the School Finance System. They will need to support the school activities in line with The Two Counties Trust Finance Service Level Agreement (SLA).

**The person:**

The successful candidate will be highly numerate with an eye for details. They will be organised, have good administrative skills and communication skills. They will have experience in a finance role, handling financial account reconciliation and have previously used finance software with confidence.

**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.

**Applications must arrive by: Wednesday 15 July 20262 at Midday.**

**Interviews will be held on: Tuesday 21 July 2026.**

***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

| | |
|---|---|
| **Job title:** | Finance Assistant |
| **Responsible to:** | Deputy Admin Manager |
| **Salary / Grade:** | Grade 3: £23,193 – £24,720<br>(£26,403 -£28,142 FTE) |
| **Working hours / weeks:** | 37 hours per week, 40 working weeks |
| **Core purpose** | To manage the school responsibilities in purchase and sales ledger, school fund, petty cash and purchasing card activity in the School Finance System.<br><br>To support school activities in line with The Two Counties Trust Finance Service Level Agreement (SLA). |

**Corporate responsibilities:**

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the 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:**

- To be the main point of contact in school for the School Finance System.
- To manage the school responsibilities for purchase ledger in the School Finance System.
- Confirm receipt of goods and service in the School Finance System.
- Collecting and banking cash and cheques receive.
- Ensure purchase orders are properly coded in the School Finance System, using ledger codes and departments.
- Raise purchase orders for all expenditures in advance and ensure duly authorised in line with TTCT Finance policy.
- To authorise school expenditures via purchase orders in the School Finance System prior to receipt of good/services, complying with TTCT competitive tendering policy and finance policy.
- Maintaining the accounting record for school funds in Pebble and Parent Pay.
- To manage school petty cash account.
- To manage school purchase card account, purchasing goods on the school credit card.
- Ensure all purchases are compliant and supported by appropriate documentation.
- Generating ad-hoc reports for budget holding information from the School Finance System with support of TTCT.
- Liaise with departments and order equipment, stationery and classroom supplies.
- To provide cover for main reception.

- To be a designed first aider; to include administration of student medication.
- Manage educational trips, events and activities income and expenditure to ensure closure after the specific trip has ended.
- Support the raising of invoices and credit notes where appropriate, bearing in mind distinction between school, trading activity and school fund and ensure accurately coded.
- To provide administration and general support to the Office Team when needed, including reception lunch time cover once a week.

**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.

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

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.

Candidates for management positions will also require a satisfactory Section 128 check.

# PERSON SPECIFICATION

| | Role: Finance Assistant | E/D | A | I |
|---|---|---|---|---|
| **Qualifications & Training** | | | | |
| **1** | Educated to at least level 2 and hold at least English and Maths. | E | ✓ | |
| **2** | Operating Access/Sage or similar finance software. | E | ✓ | |
| **3** | First aid qualification or willing to achieve. | E | ✓ | |
| **Experience** | | | | |
| **4** | Can demonstrate in their current role, the capacity to work effectively and efficiently with a range of people at a professional level. | E | ✓ | ✓ |
| **5** | Experience working in a finance role in public or private sector. | E | ✓ | ✓ |
| **6** | Experience of working in a finance role within education. | D | ✓ | ✓ |
| **7** | Extensive experience in the use of MS Office including word and Excel. | E | ✓ | ✓ |
| **8** | Experience of financial account reconciliation. | E | ✓ | |
| **Knowledge & Understanding** | | | | |
| **9** | An understanding of the mission and values of the Trust. | E | ✓ | ✓ |
| **10** | An understanding of safeguarding issues and promoting the welfare of children. | E | | ✓ |
| **11** | Understanding of the role of a Multi academy trust. | D | | ✓ |
| **Skills & Abilities** | | | | |
| **12** | Ability to form and maintain appropriate professional boundaries with children. | E | | ✓ |
| **13** | Highly competent user of MS Office, strong excel skills. | E | ✓ | ✓ |
| **14** | Effective customer service skills. | E | ✓ | ✓ |
| **15** | Good written communication skills, writes clearly with good spelling and grammar. | E | ✓ | ✓ |
| **16** | Highly numerate with an eye for details. | E | ✓ | ✓ |
| **17** | Good personal organisation and administrative skills. | E | | ✓ |
| **18** | Has initiative and can work independently. | E | | ✓ |
| **19** | Is able to plan, organise, priorities and manage their own time effectively. | E | | ✓ |
| **Personal Attributes** | | | | |
| **20** | Flexibility and adaptability. | E | | ✓ |
| **21** | An empathetic, non-judgmental and ethical approach. | E | | ✓ |
| **22** | Is prepared to undertake professional training necessary to carry out the role effectively. | E | | ✓ |
| **23** | An ability to work effectively and collaboratively as part of a team. | E | | ✓ |
| **24** | A willingness to provide exemplary customer service. | E | | ✓ |
| **25** | Discretion and understanding of confidentiality. | E | | ✓ |

| | | | | |
|---|---|---|---|---|
| **26** | Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional. | E | | ✓ |
| **27** | Can show a positive commitment to organisational principles. | E | | ✓ |
| **Other** | | | | |
| **28** | A commitment to uphold and promote equality of opportunity. | E | | ✓ |

| KEY | | | | |
|---|---|---|---|---|
| | E | Essential | A | Assessed by Application Form |
| | D | Desirable | I | Assessed by Interview |

# HOW TO APPLY

MyNewTerm is our recruitment platform so please go to https://mynewterm.com/trust/The-Two-Counties-Trust/16093 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 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 Finance Assistant within Swanwick Hall School.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via MyNewTerm. 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: Wednesday 15 July 20262 at Midday.**

**Interviews will be held on: Tuesday 21 July 2026.**

# 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 profiles 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 applications where some of the information is missing. We understand applications can be a lengthy process, but poorly completed applications 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 selection 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 gained from those roles and do not leave gaps in your employment history. Where there are genuine gaps, you must address these.

**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 your education history, 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.

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 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 at your request prior to entering into a contract with you. It may also need to process your data to enter 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 for the recruitment exercise for which you have applied.

## 4. How we 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. Use of Artificial Intelligence (AI)

5.1 We may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- Enhancing learning experiences and personalising education
- Automating routine administrative tasks
- Supporting data analysis for school improvement
- Monitoring safeguarding concerns and wellbeing indicators

5.2 Our AI systems are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.
5.3 AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.
5.4 A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

## 6. Automated Decision Making and Profiling

6.1 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.

## 7. Collecting data

7.1 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.

## 8. What if you do not provide personal data?

8.1 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.

8.2 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.

8.3 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.

## 9. How we store data

9.1 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.

9.2 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.

9.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## 10. Transferring data internationally

10.1 We do not share personal information internationally.

## 11. Your rights

11.1 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.

11.2 If you would like to exercise any of these rights, please contact the Trust.

## 12. Complaints

12.1 We take any complaints about our collection and use of personal information seriously.

12.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.

12.3 You can also contact the Data Protection Lead via info@ttct.co.uk

12.4 If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below:

12.5 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

## 13. Contact us

13.1 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 marked for the attention of the Data Protection Lead.

13.2 The Data Protection Lead has day to day responsibility for Data Protection issues.

## 14. Review

14.1 We will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

SWANWICK HALL SCHOOL



## CONTACT US

Swanwick Hall School
Derby Road
Swanwick
Alfreton
Derbyshire
DE55 1AE

HR@ttct.co.uk

01623 259 600

www.swanwickhall.ttct.co.uk

www.linkedin.com/school/ttctrust

THE TWO COUNTIES TRUST