

# SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK  
For HR, Payroll and Pensions Manager



### **Message from Dr Robin Bevan, Headteacher**

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

*"Contemporary traditions: one with future and with past"*



## Information about the school

Southend High School for Boys (SHSB) is an 'Outstanding' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective 'grammar' schools within Southend. The main school, years 7 to 11, is single sex boys with 180 in each year group. The large sixth form, with 400 A-level students, is mixed with over 100 girls.

The school is thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. There is 'an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school' (Ofsted 2015). Talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized.

The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. Pupils spend seven years at Southend High School for Boys: the influence of the school across that time can be significant in determining the life trajectory for each individual. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Southend High School for Boys is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade gave recognition to our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fourth accreditation, in recognition of our provision for the highly able learners. Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the EQualities Award, pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others: our activities range from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions.

The pupils on roll benefit from specialist facilities including a modern Sports & Music Centre and Drama Studio. Members of staff are encouraged to use the sports facilities and as such a number use the gym. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices.

The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm



5<sup>th</sup> May 2021

Dear Applicant

**Post: HR, Payroll and Pensions Manager**

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to email [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk)

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website [www.shsb.org.uk](http://www.shsb.org.uk), although we will also accept the application form on the TES or Essex School Jobs websites.

Please return all completed applications by midday on 20<sup>th</sup> May 2021 to [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk) The interview date will be emailed to those shortlisted. Please be aware that we reserve the right to call for interview and appoint prior to the closing date.

**Any response will be by email; therefore ensure your contact email address together with an email address for referees is provided.** To save on administration costs we do not confirm receipt of applications.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan  
**Headteacher**



# SOUTHEND HIGH SCHOOL FOR BOYS JOB ADVERT

## HR, Payroll and Pensions Manager

Required as soon as possible

**37 hours per week – full time (52 weeks per year)**  
**Scale 8-9 dependent on experience and qualifications**  
**(£29,577 - £32,910 starting salary)**

We are a hugely oversubscribed school, complimented by our latest OFSTED inspection on many aspects including our forward vision and academic excellence: *“attitudes to learning and relationships between staff and students are exemplary”*.

We are looking to appoint an HR, Payroll and Pensions Manager who is either CIPD qualified or has demonstrable experience. The successful candidate ideally should be skilled and confident within both an educational environment and a busy administrative role.

It is essential that you are experienced in managing a full range of HR activities.

Flexible, self-motivated and able to work on own initiative, you will need the ability to work to deadlines and remain calm under pressure.

Excellent IT skills and good interpersonal skills are a must, as is a good sense of humour!

The successful applicant will be subject to an enhanced DBS check.

Full details of the role and person specification are available on our website, together with an application form - [www.shsb.org.uk](http://www.shsb.org.uk)

**Closing date: Midday, 20<sup>th</sup> May 2021** (although we reserve the right to call early applicants to interview and appoint prior to the closing date)



# SOUTHEND HIGH SCHOOL FOR BOYS

## JOB DESCRIPTION

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

<b>Job Title</b>	HR Manager
<b>Grade</b>	Scale 8/9
<b>Reports to</b>	Director of Resources
<b>Liaison with</b>	Headteacher, Senior Leadership Team (SLT), other Staff, Visitors, External Agencies, ECC staff, Governors
<b>Job Purpose</b>	<p>To develop and deliver people management strategies which support the school's overall strategic aims and objectives</p> <p>Identify HR priorities and recommend appropriate people management solutions</p> <p>Obtain and provide focussed professional advice and support on all aspects of people management which reflect current employment legislation and best practice</p> <p>Provide a comprehensive and confidential HR service</p> <p>Attend SLT meetings as directed</p> <p>Manage HR, payroll and pension provision</p>
<b>Duties</b>	<p><b>PERSONNEL</b></p> <p><b>Pre-employment and vetting:</b></p> <ul style="list-style-type: none"> <li>• Lead the recruitment, selection and appointments process for all staff</li> <li>• Prepare effective recruitment materials including job descriptions, person specifications and selection criteria</li> <li>• Manage the placing of all vacancy advertisements and monitoring responses</li> <li>• Ensure the school's website provides accurate information on school vacancies and is kept up to date</li> <li>• Manage all pre-interview arrangements including interview timetables/activities</li> <li>• Lead the interview day and ensure interview records are kept in line with regulations</li> <li>• Ensure effective communication with candidates throughout the interview process</li> <li>• Manage the statutory and Safer Recruitment checks including DBS clearance, medical screening, references and offer letters</li> <li>• Prepare contracts of employment</li> </ul> <p><b>Employment Legislation</b></p> <ul style="list-style-type: none"> <li>• Ensure the school meets its statutory employment and equality obligations</li> <li>• Maintain a sound knowledge on HR related issues and employment law in order to advise the staff and governors on personnel and employment policy, and on emerging legislation</li> <li>• Ensure all HR policies are kept up to date, providing the Headteacher with draft policies to review where appropriate, and undertake research into relevant</li> </ul>

employment law and best practice to support policy development

- In liaison with the Designated Safeguarding leader, advise on changing requirements to ensure those responsible for recruitment understand their responsibilities

**Staff performance management/induction:**

- Support SLT with employee relations cases, advising on policy and procedure as required
- Manage the annual performance management for all support staff
- In liaison with the Assistant Headteacher in charge of staff CPD, assist in the professional development of support staff, within the school's training budget
- Manage all new support staff probation reviews
- Prepare support staff induction program and packs

**Staff changes, welfare/absence and deployment:**

- Be responsible for managing an efficient system ensuring contract review dates are met
- Work closely with the Timetabler
- Calculate part-time teachers directed time and FTE salaries and write contracts
- Write all letters with regard to pay/post changes
- Write annual salary statements for both teaching and support staff
- Responsible for staff absence. Manage absence and welfare and, where necessary, arrange occupational health interviews
- Maintain a regular programme of DBS checks for all school and ancillary staff
- Be responsible for all the administrative procedures required in connection with new appointments, changes and resignation of staff
- Manage clocking-in system for staff

**Liaison with UKBA and handling immigration and visa issues:**

- Liaise with the UK Border Agency, managing certificates of sponsorship
- Be responsible for ensuring the school upholds its agreement as a 'trusted sponsor'
- Research and provide advice on overseas background checks liaising with the appropriate police/government bodies where necessary
- Responsible for ensuring that school staff have the legal right to work in the UK

**General:**

- Maintain the schools SIMS Personnel database and other HR record systems ensuring the data is secure, up to date and accurate in preparation for the annual Schools Workforce Census
- Responsible for the Central Record in line with the requirements set out by Ofsted and the DfE
- Be the first contact for staff on personnel and pay related issues
- Provide an efficient and confidential HR function in the school
- Prepare the staffing budget, keeping it updated throughout the year
- Maintain confidentiality and Data Protection adherence at all times
- Undertake any training commensurate to the post

**PAYROLL**

**Payroll:**

- Prepare and submit monthly payroll
- Undertake monthly payroll reconciliation and provide the finance office with monthly transactions to be processed

	<ul style="list-style-type: none"> <li>• Responsible for ensuring all claims for overtime, supply staff, SMDS, travel etc. are accurate and paid correctly</li> <li>• Responsible for managing changes to staff pay</li> <li>• Responsible for keeping detailed records of all payroll issues, data and payments</li> <li>• Deal with all staff queries relating to payroll</li> <li>• Prepare and submit annual P11D submission to HMRC</li> <li>• Prepare and submit all paperwork with regard to sickness, maternity/paternity leave</li> <li>• Monitor the year end payroll process</li> <li>• Set up and administer the staff salary sacrifice schemes</li> </ul> <p><b>Pension:</b></p> <ul style="list-style-type: none"> <li>• Complete all new starters, leavers and retirement forms for all staff</li> <li>• Ensure payment of monthly LGPS deficit payment</li> <li>• Liaise with Teachers Pensions and LGPS to resolve any staff queries</li> <li>• Check pension calculations are correct prior to retirements</li> <li>• Prepare and submit the MCR for Teachers Pensions on a monthly basis</li> <li>• Prepare, reconcile and complete all pension documentation necessary for annual audit</li> <li>• Prepare the annual report for the DWP with regard to Auto Enrolments</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Director of Resources to carry out appropriate duties within the context of the job, skills and grade</li> </ul>





# SOUTHEND HIGH SCHOOL FOR BOYS

## PERSON SPECIFICATION

General heading	Detail	Skills Required
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Professional HR qualification and/or extensive experience in HR advisory role
	Knowledge of relevant policies and procedures	Excellent Working knowledge of general school policies and procedures
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use word processor, databases and other IT applications and support others in the use of ICT
<b>Communication</b>	Written	Ability to complete detailed and complex reports, forms and letters and provide financial reports
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Overcome communication barriers with staff and stakeholders
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with others</b>	Health & Well being	Understand the importance of physical and emotional wellbeing
	Working with partners	Excellent understanding of the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and stakeholders
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
	Equalities	Demonstrate a commitment to equality
<b>Responsibilities</b>	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and implement child protection procedures
	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality Sound knowledge of GDPR legislation
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **KEY INFORMATION SHEET**

Please read this information carefully and retain this sheet for reference during the application process.

### **Application process:**

Applicants must complete the application form and submit it to the school no later than the time advised.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Please be aware that we reserve the right to interview and appoint prior to the closing date.

### **Shortlisted candidates:**

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school within 4 weeks of the closing date, your application has not been successful on this occasion.

Prior to the interview date referees are likely to be contacted to provide a reference. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

The school reserves the right to review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

### **Interview date:**

Interviews will be held at Southend High School for Boys.

### **Key Information for candidates regarding terms and conditions**

**Hours per week:** 37 hours (8.00 – 4.30pm Monday to Thursday, 8.00 – 4.00pm Friday) with a one hour unpaid lunch break.

**Working weeks per year:** 52.14 – full time

### **Holiday entitlement:**

The annual holiday entitlement for this post starts at 25 days (April to March) and increases after 5 years service. Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can be taken with permission of the school as set out in the school's leave of absence policy.

### **Pay**

This post is paid on Pay Scale 8 – 9 dependent on qualifications and experience.

Scale 8 - £29,577 - £32,234

Scale 9 - £32,910 - £36,922.

Employees are paid monthly in twelve equal months per year.

### **Probation**

The successful candidate will be required to satisfactorily complete a six month probationary period.



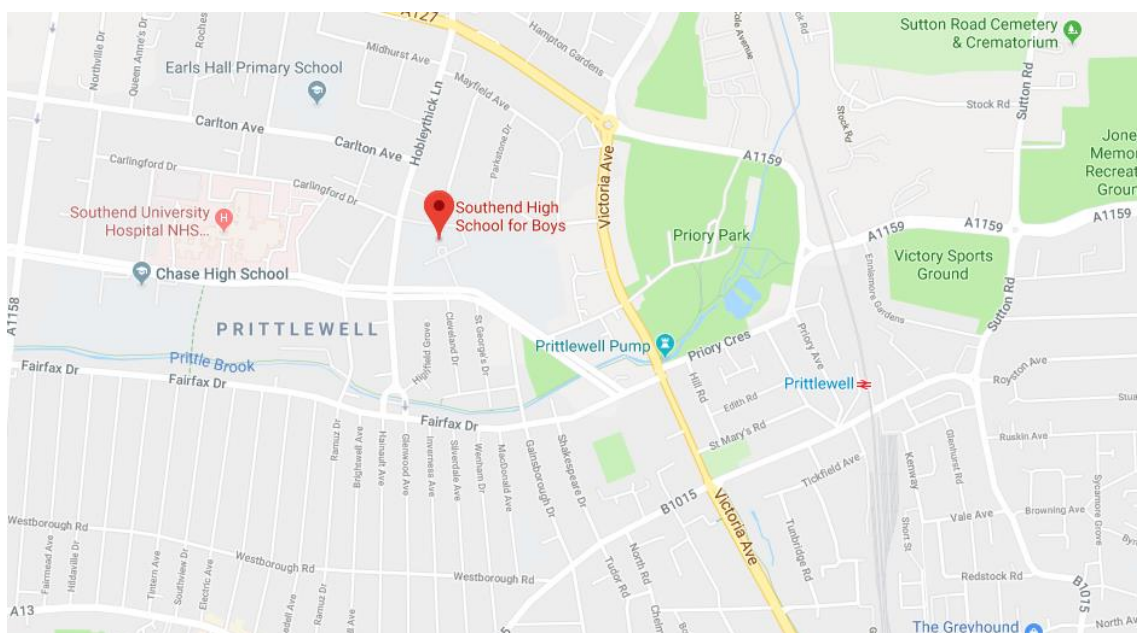
# SOUTHEND HIGH SCHOOL FOR BOYS

## OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19<sup>th</sup> century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.





# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **RECRUITMENT AND SELECTION POLICY STATEMENT**

1. The Governing Board is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
  - receipt of satisfactory references
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you not barred from working with Children
  - verification that you are not prohibited from teaching
  - verification of medical fitness for the particular role
  - verification of qualifications and of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of/exemption from statutory induction period
  - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school

- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

**NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.**

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.



# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **PRIVACY STATEMENT**

This Privacy Notice explains how we collect, store and use personal data about all school staff (including applicants for employment vacancies).

For the purposes of Data Protection legislation Southend High School for Boys is the Data Controller and responsible for the personal data collected about you.

Personal data is information about you from which you can be identified.

The categories of information (disclosed during the recruitment process or at any stage during employment) that we process include:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number, address history and proof of identity)
- Bank details and other financial information
- Education, qualifications and professional achievements
- Special characteristic information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Absence information (such as number of absences and reasons)
- Safeguarding checks (including DBS number)
- Relevant medical information (including physical and mental health and access requirements)
- Disciplinary related matters
- Information about you from a previous employer or an educational establishment which you have previously attended during the recruitment process
- Trade Union membership
- Job performance including career progression
- Car details

### **Why we collect and use workforce information**

Workforce data is essential for the school's operational use and the majority provided to us is mandatory, although some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you, at the point of collection, whether you are required to provide certain information to us or whether you have a choice.

We rely on having a legitimate reason to collect and use your personal information and to comply with our statutory obligations, and carry out tasks in the public interest.

We use workforce data to:

- a) Fulfil our duty of care towards our staff
- b) Provide employment services (e.g., payroll, pension payments and references)
- c) Facilitate safe recruitment
- d) Monitor absence and enable leave payments (e.g., sick pay, maternity leave, paternal leave)
- e) Enable ethnicity and disability monitoring
- f) Enable the development of a comprehensive picture of the workforce and how it is deployed
- g) Inform the development of recruitment and retention policies
- h) Inform financial audits of the school and allow better financial modelling and planning
- i) Inform national workforce policy monitoring and development

Under the General Data Protection Regulation (GDPR), Article 6, the legal basis we rely on for processing personal information is to fulfil contractual obligations and other legitimate interests. These are:

- **Consent:** an individual has given clear consent to process their personal data for a specific purpose
- **Contract:** necessary for a contract with an individual or specific steps required before entering into a contract
- **Legal obligation:** necessary to comply with the law
- **Public task:** necessary to perform tasks that the school is required to perform as part of their statutory function
- **Vital interests:** to keep children safe and protect your vital interests or someone else's
- **Legitimate interest:** necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data. The school relies on legitimate interest for most of the processing of your data. Specifically the school has a legitimate interest in:
  - looking after your welfare and development and the welfare and development of others;
  - safeguarding pupils;
  - staff recruitment;
  - management planning and forecasting, research and analysis, including that imposed or provided for by law (such as diversity or gender pay gap reporting);
  - financial transactions and reporting e.g., payroll, national insurance, pensions;
  - to give and receive information and references about past, current and prospective staff;
  - to monitor (as appropriate) use of the school's IT and communications systems, and for security purposes, CCTV and photo ID;
  - to carry out, or co-operate with, complaints, disciplinary or investigation processes;
  - to facilitate the efficient operation of the school;
  - to obtain appropriate professional advice and insurance for the school; and
  - ensure all relevant legal obligations of the school are complied with.

In addition, under Article 9 of the GDPR we will, on occasion, need to process special category personal data concerning health, racial or ethnic origin, political opinions, religion, trade union membership, sexual orientation or criminal record information, in accordance with rights or duties imposed by law. We rely upon reasons of substantial public interest (equality of opportunity and treatment, to protect the vital interest of any person where that person cannot give consent, legal claims or medical treatment).

### **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule and only for as long as we have a legitimate and lawful reason to retain it. The legal recommendation for personnel files is 6 years after cessation of employment. However incident reports and safeguarding files are kept much longer, in accordance with specific legal requirement. For more information on our data retention schedule and how we keep your data safe, please visit our website.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. We will shred or incinerate paper-based records and override electronic files. We may use an outside company to safely dispose of these records.

### **Who we share workforce information with**

We routinely share this information with:

- Government authorities (e.g., the Department for Education (DfE), HMRC and local authority)
- Service providers (e.g., Essex County Council for HR services, payroll, Essex Pension Fund and occupational health)
- Disclosure and Barring Service (DBS) (e.g. during recruitment checks or a referral)
- Teachers Pensions
- Professional advisers (e.g., insurers, lawyers)
- NCTL (e.g., during recruitment checks or a referral)
- OFSTED
- UK Border Agency if employed under Tier 2 or Tier 5 to comply with our duties as a sponsor



- Sodexo if part of the child care salary sacrifice scheme. Details are provided only to the extent necessary for vouchers to be provided
- Medical practitioners in the case of an emergency

We will share personal information with law enforcement or other authorities if required by law.

Personal data collected by us will, for the most part, remain within the school, and be processed by appropriate individuals in accordance with access protocols. Particularly strict access applies in the context of medical and safeguarding records.

The school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as LADO or police.

Some of the school's processing activity is carried out on its behalf by third parties, such as cloud storage providers. This is subject to contractual assurances that personal data is kept securely and in accordance with the school's specific direction.

Your data will not be transferred outside of the European Economic Area.

### **Why we share school workforce information**

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

#### **Our Local authority**

We are required to share information about our workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments and sections 113 and 114 of the Education Act 2005.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. For more information please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request to see your personal information, contact the HR Manager via email [amanda.lane@shsb.org.uk](mailto:amanda.lane@shsb.org.uk) to arrange a time.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

Depending on the reason for using your information, you may also be entitled to:

- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance either with the HR Manager ([amanda.lane@shsb.org.uk](mailto:amanda.lane@shsb.org.uk)) or our DPO ([dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)).

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>