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**Post of**

**Director of Finance & Operations**

**(full time for 37 hours per week, for 41 weeks per year, normally term time plus 2 weeks)**



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**The closing date for this post is: Thursday 12th December 2019 at 12.00pm midday.**

**Interviews planned for: Due to the College Christmas closure period, interviews are planned for - Stage 1 Monday 13th January 2020. Stage 2 for candidates who are successful at Stage 1, Tuesday 14th January 2020**

**Only applications submitted on the College application form will be considered.**

**SECTION A: AN INTRODUCTION TO LUTON SIXTH FORM COLLEGE**

**Background and Local Context**

Luton Sixth Form College is a specialist Sixth Form College, providing academic and general vocational education for 16 to 18 year olds in Luton. Established in September 1966, we are the oldest such institution in the country and, with more than 2,800 students, we're also one of the largest. Young people wishing to study here can choose from a [vast array of A Level and Vocational courses](https://www.lutonsfc.ac.uk/#/pages/pages-curriculum/our-courses), as well as additional qualifications and awards.

Luton is experiencing significant demographic growth at primary school age, which is beginning to impact on the size of the secondary cohort and will have an impact on post-16 education by 2020. It has been estimated that the size of the post-16 cohort, which is currently around 5000, will increase by approximately 1500 by 2024.

Luton is one of the most diverse towns in the UK. In 2014 approximately 35% of the total population and 45% of the 16-18 cohort were from minority ethnic groups. However, at the College, approximately 70% of the students are from minority ethnic groups. A large majority of young people from the Bangladeshi and Pakistani communities have, traditionally, chosen the College as their preferred destination at 16.

The town includes some areas of relatively high economic deprivation and a relatively high proportion of students at this College are in receipt of Education and Skills Funding Agency funded financial assistance compared with the average for sixth form colleges.

**College Overview**

The College works collaboratively with local high schools, parents, partner colleges, the local authority, the University of Bedfordshire and local stakeholders in the area. It is a member of various local groups, including the Progression and Transition Board, the Teaching School Alliance and the Chiltern Training Group. The 2014-19 Strategic Plan makes explicit reference to the desire to collaborate with local providers and the local authority, to plan provision and improve the quality of information, guidance and support for all young people in the town.

The mission of Luton Sixth Form College is to provide an outstanding education for young people at the College and to work with other local providers to ensure that there are opportunities for all young people in Luton to succeed and progress.

The core values of the College are (as encapsulated in the acronym **SMILE**):

**Students:** as the focus for the work of everyone at the College

**Mutual respect:** caring for and valuing students, staff, governors and our community

**Integrity:** honesty, working hard, taking personal responsibility and promoting equity and fairness

**Learning:** a passion for learning and its capacity to change lives

**Excellence:** high aspirations, high standards and high achievement

The College was given a Good rating in our last inspection, in November/December 2017.

The College has achieved a national reputation for its success, innovation and the quality of individual student care that it provides. Governors, leaders, managers and staff at all levels are committed to the College’s values, providing equality of opportunity and ensuring that the College is an inclusive community; valuing every individual’s contribution and celebrating diversity. The Corporation reflects key employers, elected representatives, staff and students and community groups in Luton and the significant contribution that governors make and their effectiveness are greatly valued. They provide a good balance of challenge and support as well as helping to shape the strategic direction of the College.

**Students and Courses**

Almost all of the College’s work is with full-time 16-19 students, of which there are approximately 3000. Approximately 74% of our students are from minority ethnic groups, mostly originating from Pakistan, Bangladesh, East Africa, the Caribbean or India. Many students come from relatively deprived socio-economic backgrounds and more than 50% are eligible for some form of financial assistance to support their studies.

The vast majority of students follow advanced level courses, with approximately 56% following an academic programme and 44% on general vocational BTEC courses. The College offers 34 A/AS level courses and 28 BTEC Level 3 programmes. The curriculum for the 16-19 advanced level students also includes a tutorial programme that develops students’ learning and employability skills, a wide range of enrichment opportunities and, where appropriate, timetabled learning support. There are approximately 268 students who study a level 2 programme each year, the majority of whom progress to level 3 courses at the College.

**Student Achievement**

Student achievement and success rates have increased significantly over the last ten years and have been at or above national averages for all major course types for the last four years. The achievement rates for A level subjects are high, while those for BTEC general vocational courses are nearly all outstanding.

There is an established culture of continuous improvement of the quality of teaching and learning at the College and there is widespread commitment to providing students with broad and rich experiences beyond the environment of the classroom. In recent years, there has been greater emphasis on increasing the range and number of sporting activities available and increasing opportunities to gain work related learning experiences, providing more support for students to enable them to achieve their best.

UCAS applications have been steady over the last three years with applications acceptance rates maintained at 88%.  This shows the quality of the Information, Advice and Guidance delivered to our students is of a high quality and standard.  National data indicates that the College is particularly successful in terms of supporting and enabling young people from homes with little or no tradition of university level education in the family to progress into higher education.

**Staffing and Resources**

The Principal leads the Senior Leadership Team (SLT) of seven, with colleagues responsible for Finance, Curriculum Quality, Academic Progress and Achievement, Information & Technical Services and Human Resources. The College Leadership Team (CLT) comprises the SLT and the 12 Heads of Teaching and Business Services Departments, as indicated in the College Leadership Structure organisation chart in Section B.

The College has a well-qualified, experienced and highly committed staff, who create a friendly, welcoming and safe environment in which students thrive and succeed. There are over 300 individuals working at the College with around 230 established employees (183 FTE’s) at the College, of which approximately 100 are teachers. The teaching staff are organised into six departments on a subject basis each led by a Head of Department.

The high quality of College staff is the main reason for its excellent performance and continued improvement. All staff are well qualified for their role and benefit from an inclusive and well-resourced staff development policy. There is a comprehensive induction programme for new staff and continued support from the professional tutor and the HR team. In addition to external staff development, training is also delivered in one of two weekly timetabled periods and there has been a major focus on developing teaching and learning, particularly focussing upon peer-led internal staff development co-ordinated by a specialist team of Learning Development Leaders. In recent years there has been a focus on leadership development in the College and currently there are 6 staff on leadership programme and 6 recent ‘graduates’. This approach has been successful in promoting learning for staff and students alike and enabling the College to move towards becoming a true learning organisation. In recent years, there has been an emphasis on developing the electronic tracking system to improve communication, support and monitoring of students and further development of the virtual learning environment and associated technology, to enable students and staff to access College resources from anywhere and at any time.

The College is financially sound and has been consistently graded as Outstanding with regard to financial management for several years. The annual income, of around £14 million, comes primarily from the Education and Skills Funding Agency. Funding is directly related to the number of students on roll and because numbers have increased fairly steadily in recent years, this has helped the College to remain relatively healthy financially during the ongoing period of reduction in national funding of post-16 education.

The College owns the 22 acre site and buildings in a quiet residential area of Luton. It received full Learning and Skills Council approval in July 2008 for a £56m project to completely redevelop the campus. The building was completed on time and within budget and staff and students moved in at the start of the autumn term in 2010. Since 2012 the external and internal sports facilities have been increasingly well-used by staff, students and local community groups, who have been able take advantage of the opportunity to hire the facilities.

The College campus provides an excellent environment for learning. Students and staff report high levels of satisfaction with the facilities and the light, airy and well-designed spaces encourage students to behave in a way that causes visitors to comment that the College feels more like a university than a College.

**Equality, Diversity and Inclusion**

Luton Sixth Form College is committed to equality of opportunity and equality of access to our services. We value all people studying and working at the College and are serious about developing an ethos and culture that challenge inequality and exclusion. The College is committed to providing a non-discriminatory environment, which is free from harassment and victimisation while promoting equality of opportunity; it opposes all unlawful or unfair forms of discrimination, harassment and victimisation due to any of the protected characteristics such as age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, or sexual orientation.

**Altaf Hussain**

**Principal and Chief Executive**

**September 2018**

**SECTION B: COLLEGE LEADERSHIP STRUCTURE**



**SECTION C: SOME BENEFITS AND FURTHER INFORMATION ABOUT WORKING AT LUTON SIXTH FORM COLLEGE**

At Luton Sixth Form College we understand that our greatest asset is our staff. We want everyone who works at the College to enjoy working here and to develop their full potential.

The College is a friendly and very supportive place to work.  It’s a culturally diverse community reflecting the cosmopolitan nature of Luton. Staff employed at the College are highly qualified and committed and the overall turnover of staff is low. The College has a positive culture and provides staff with a healthy working environment. We have an enviable record of staff development and staff have a number of opportunities for career progression within the College.

As a new member of staff, we would encourage you to come to the College before taking up your post so that you can start to get your bearings, meet your colleagues and, of course, meet some of our students. When you officially take up your post you will have a supporter assigned to you who will show you around, introduce you to new people and make sure that you settle in quickly. Supporters are often people who are quite new to the College themselves so they can remember what questions they had when they started. Your supporter isn’t the only person who will show you the ropes. Your Line Manager will also meet with you to go over the demands of your new post. It is very important to us that you feel a part of the College community very quickly.

At the College we understand that your support and development shouldn’t just stop at the end of your first week or your first month. We are all developing all of the time and we run a regular programme of training through professional development that is available to teachers and business services staff alike. Everyone who works at Luton Sixth Form College is involved in the development of our students irrespective of their role. We encourage you to develop new skills by attending external as well as internal training.

We encourage all of our staff to make the most of their time at the College. This might mean working out in the fitness studio or meeting new people by participating in social activities. You might want to play Badminton, Football or join colleagues at the Staff Book Group or Knitting Group.

A summary of some of the employment benefits of working at the College include:

* National conditions of service for teachers and business services staff.
* An unbroken record of implementing national pay awards.
* Generous pension schemes (TPA or LGPS, according to post).
* Assistance with relocation expenses (subject to qualifying criteria).
* An induction programme for all new staff.
* An entitlement to staff development each year, including support for external activities and an extensive programme of in-house events.
* Good support systems for staff, including a staff counsellor.
* Free on-site parking.
* Well-resourced staff working areas, including access to specialist equipment, wherever required.
* An annual Performance Review scheme that identifies individual training and professional development needs.
* Policies and procedures, including for recruitment and selection, which are based on equality of opportunity.
* Effective communication systems; through Yammer, the staff intranet, pigeonholes, internet access, email for all and a staff voice forum.
* State of the art building and excellent facilities.
* Outstanding learning resources, especially IT equipment.
* A staff lounge next to the Westside Restaurant and Café Bar.
* A sports hall and fitness suite available for staff use.
* Strong financial viability and stability.
* A supportive Corporation (governing body) which gives high priority to the best interests of students and staff.

Overall, working at Luton Sixth Form College is exciting and rewarding and an opportunity to develop long and lasting friendships.

**SECTION D: JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Director of Finance & Operations |
| **Responsible To:**  **Responsible For:** | Principal & CEO  Head of Finance, Head of Facilities & Estates, Head of Technical Planning & Business Procurement and Reprographics. |
| **Job Purpose:** | To provide leadership and strategic focus for the development of the College’s financial resources, estates, appropriate business services and third party operations. |
| **Location:** | Luton (with some business related travel from time to time) |

**1. SPECIFIC ROLE RESPONSIBILITIES**

* To lead the financial management of the College in order to ensure its solvency, safeguard its assets and invest for the benefit of students and staff.
* To lead strategic financial planning and be responsible for co-ordinating and preparing other strategic and operational plans including risk management and contingency planning, as may be required by the funding body.
* To ensure efficient and effective financial management of the College, including:
  + Oversight of financial operations, preparation of financial accounts, forecasts, budgets and reports, to meet both internal and external requirements.
  + Ensuring operational efficiency and value for money.
  + Maximising opportunities available to generate income from its facilities and resources.
  + Ensuring an integrated, efficient and progressive strategy for the purchase, deployment and use of College resources.
  + Leading the preparation for, and management of, inspections by external agencies, including the funding body, auditors and HMRC.
* To provide leadership for designated business services, ensuring the efficient and effective deployment of staff and physical resources, to promote a culture consistent with the College’s values and ensure excellence in the provision of services to students, staff and other customers.
* To establish and maintain effective systems for management control of Health and Safety within the College and to provide the highest standards of health and safety at work.
* To establish short and medium terms plans and financial goals to appropriately maximise third party income, (including sub-contractor operations e.g. currently Aramark Catering, Schools Plus Letting), setting targets, monitoring progress and ensuring legislative compliance e.g. health & safety, equality and safeguarding.

## To manage strategic and operational links with the appropriate external agencies for funding and related matters.

## To be responsible for the effective management of the College estate and other physical assets, including capital projects to:

* Take responsibility for the planning and monitoring of project financing and reporting to the Senior Leadership Team, governors and external bodies.
* Oversee the progress of new capital projects.

## To ensure College systems operate effectively to meet statutory requirements in relation to the other areas covered by this post, particularly health & safety and insurance, and ensure the College receives up to date and accurate advice on all resource related matters.

**2. GENERAL RESPONSIBILITIES AS SENIOR LEADER**

* To undertake all responsibilities as a member of the Senior Leadership Team, as directed by the Principal.
* To work collaboratively with SLT colleagues to develop and maintain a corporate approach towards the fair and consistent leadership of the College including:
  + Formulating College policies, practices, strategic plans, development plans and associated targets and communicate ownership to college leaders and staff.
  + Shaping and influencing a positive staff culture of continuous improvement to raise standards of teaching and learning, student success and business services across the College.
  + Ensuring the smooth and effective operations of the College, including acting as ‘Duty Manager’, when required.
  + Ensuring the free flow of accurate and timely information to and from staff managed by this post.
  + Embodying the values of the College.

**3. LEADERSHIP & MANAGEMENT RESPONSIBILITIES**

* To work collaboratively with curriculum and support colleagues in managing all aspects of student progress, disciplinary procedures and general behaviour.
* To participate in the implementation of the student management procedures.
* To contribute towards the development of teaching, learning and new initiatives in the context of national reforms and the College’s strategic objectives.
* To provide leadership and line management for designated areas and other staff that fall within the remit of this role, ensuring the efficient and effective deployment of staff and physical resources, to promote a culture of excellence in the provision of services to students, staff and other stakeholders.
* To ensure teams and individuals within your areas of responsibility receive a planned programme of training and development to equip them with the skills, knowledge and emotional intelligence to deliver excellence within their roles.
* To support the College’s designated safeguarding team and manage and/or respond to matters relating to safeguarding within your area of responsibility, making assessments, recording information and referring or escalating where appropriate.
* To ensure College systems operate effectively to meet statutory requirements in relation to the areas covered by this post and ensure the College receives up to date and accurate information on advice on all matters related to this role.
* To work collaboratively with other Managers across the College to ensure the smooth and effective teamwork of all staff.
* To work within the context of the College’s strategic objectives and improvement plans and be responsible for the department action plans and contribute to the College’s continued success in a changing educational environment.
* To develop, monitor and deliver operational plans through rigorous self-evaluation in accordance with the College’s self-assessment procedures, encouraging continuous improvement through the sharing of good practice.
* To create a positive departmental culture which ensures a high standard of student support and excellence.
* To initiate and implement development, encourage innovation and provide effective management of change.
* To provide direction, leadership, motivation and support to staff to meet and exceed the objectives and targets for each individual, the team, the directorate and the College.
* To participate in human resource planning, recruitment, selection, training, development and performance management of staff.
* To be responsible for the implementation of College policies and procedures within the department, particularly the management of health and safety, safeguarding and equality of opportunity.
* To act as budget holder with responsibility for maximising the efficient utilisation of resources.
* To maintain effective administration systems and provide sufficient, accurate and timely information, reports and papers for SLT, the Corporation and its committees and to attend meetings, as required.

**4. GENERAL RESPONSIBILITIES OF ALL STAFF**

All College employees are expected to**:**

* Maintain their own continuing professional development and attend meetings, training and conferences as required.
* Maintain discretion and confidentiality as appropriate for the post.
* Comply with College policies and procedures particularly the Health and Safety, Safeguarding, Equality Policy and Procedures.
* Positively promote and represent the College internally and in the local community.
* Contribute to the management of students throughout the College.
* Use IT where appropriate and develop IT skills.
* Participate in College events as required.
* Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal.

**PERSON SPECIFICATION**

The College regards the following as important criteria and will look for evidence that candidates meet as many as possible :

**5. QUALIFICATIONS**

1. CCAB accountancy qualification or equivalent.
2. Honours degree or equivalent level of education for the post.

**6. EXPERIENCE**

1. A record of success in previous roles, demonstrating excellent skills in financial planning and management, to ensure a financially sustainable organisation.
2. A demonstrable record of successful staff management, to deliver high standards of service within a culture of continuous improvement.
3. Proven/demonstrable experience of writing and delivering clear and accurate reports and presentations to leaders, managers and staff, to ensure that financial information is well communicated at all levels.
4. Experience of working with students in the 16 – 18 age range. Sixth Form College experience would be advantageous.
5. Experience of having a positive impact on student attainment.
6. Experience of successfully leading, managing and developing staff.
7. Experience of coaching and mentoring staff.
8. Experience of managing student behaviour and resolving parental concerns.
9. A demonstrable record of success in previous roles.

**7. KNOWLEDGE & AWARENESS**

1. Knowledge of principles and practice relating to outstanding teaching, learning and support.
2. Successful and significant experience in middle leadership in a sixth form college/FE school setting.
3. Deep understanding of safeguarding including health & safety legislation, processes and procedures.
4. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.
5. Extensive knowledge of Payroll, Pensions and Insurance related regulations.

**8. SKILLS**

1. Excellent written skills and attention to detail.
2. The ability to work under pressure and be flexible.
3. Strategic thinker with the vision and ability to ensure and sustain outstanding student outcomes.
4. Excellent interpersonal and communication skills (both orally and in writing) including the ability to listen, influence and to consult at a face to face level on a wide range of issues.
5. Excellent numeracy and data handling skills, to be able to interpret and analyse data to identify strengths, weaknesses and priorities for continuous improvement.
6. Leadership style which encourages, motivates, inspires and develops staff and students.
7. Innovative resourceful, creative with the ability to achieve the highest levels of quality and performance.
8. Excellent report writing and presentational skills and the ability to promote the College to both internal and external stakeholders.
9. Highly effective decision- making skills with excellent analytical and problem- solving abilities.
10. Excellent administrative, recordkeeping, organisational and IT skills (e.g Microsoft Office software suite - Word, Excel, PowerPoint and Outlook).
11. An ability to delegate effectively and support others in their development.
12. An ability to take responsibility for several challenging tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

**9. PERSONAL QUALITIES**

1. Clarity of vision and philosophy, centred on the individual student’s value and potential.
2. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
3. High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed.
4. Strong intellectual powers and the ability to be reflective.
5. Personal and professional integrity which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations and have complete respect for confidentiality.
6. Willingness to confront issues and make difficult decisions.
7. Passionate about teaching learning & assessment, quality improvement, and the wider Sixth Form College experience.
8. To work collaboratively and constructively as a member of a team and to support colleagues as required.
9. A proactive approach demonstrating an openness to change.
10. The suitability to work with children.
11. A commitment to the College’s values and a shared responsibility to achieving greatness by 2022.
12. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
13. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
14. A commitment to continuing professional development.
15. A commitment to equality of opportunity.

**Luton Sixth Form College is an equal opportunities employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**PAY AND CONDITIONS:**

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| --- | --- |
| **Annual Salary:**  **Full Time Annual Salary:** | £57,570  (Full Time College Leadership Spine Point 27, £59,876 plus an attractive benefits package including 38 days annual leave + bank holidays. This will be further pro rated for a part time or term time contract) |
| **Contract:** | Working full time (for 37 hours\*) for 41 weeks per year (normally term time plus 2 weeks)  \*While the standard College working week is 37 hours, all post holders who are on the College Leadership Spine will be expected to work such hours as are reasonable and necessary for the proper performance of the role. |
| **Contract Start Date :** | As soon as possible |
| **Disclosure:** | The College will seek an enhanced disclosure from the Disclosure and Barring Service. |

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**Start Date: As soon as possible**

**Closing date for all completed application forms: Thursday 12th December at 12.00pm midday**

**Due to the College Christmas closure period, interviews are planned for:**

**Stage 1 Monday 13th January 2020**

**Stage 2 for candidates who are successful at Stage 1, Tuesday 14th January 2020**

**SECTION E: IMPORTANT INFORMATION**

1. **Application Form**

Only applications submitted on the College application form will be considered for selection purposes as this will be the source document used during the shortlisting process. Please complete each section of the application form, even if you repeat some of the information in a letter. All sections of the application form will expand to accommodate your text, and continuation sheets are provided at the end of the form, should you require them.

Any contract of employment that is issued by the College will be on the basis that all information supplied is accurate and that material facts have not been omitted.

1. **Supporting Statement**

You are asked to submit a supporting statement about your suitability for the post to accompany your application form.

1. **Career Gaps**

If you have had any gaps or breaks in your career please explain these in the relevant section on the application form.

1. **Relatives**If you are related to or connected with any member of the Corporation (Governing Body) or staff of the College please record this in the appropriate section on the application form.
2. **References**References that are deemed to be satisfactory by the College are a condition of any offer of employment.  Some key information in relation to references is identified below.

* You are required to provide two professional work references.
* One reference should be from your current or most recent employer.
* References should be from a direct line manager or a central person within that organisation (eg, HR Department or the Head of the organisation).
* In the event we have been unable to obtain a response to our reference request from a direct contact within an organisation, we will endeavour to obtain the required reference by contacting the HR Department or main office.
* We are not able to accept two references from different individuals working in the same organisation.
* In the event that two previous employers do not exist (eg, an individual has only worked in one organisation) then a second reference can be in the form of an official personal character reference  from an organisation such as a voluntary organisation, community group or the applicant’s most recent education provider.
* If there are special circumstances, and you mark **one** of the appropriate boxes, we will delay contact with the referee until after the interview if we wish to consider you further for employment.  If you have any personal connection with any of your referees, you are required to disclose it.

1. **Safeguarding**

If you are successful in your application you will also be required to complete a Disclosure form which will enable the relevant checks to be made including a check with the Disclosure and Barring Service on any criminal background.  The College complies with the DBS Code of Practice (available on the DBS website) and undertakes to treat all applicants fairly. As a result, a previous conviction will not necessarily prevent your appointment to the College.  Applicants are required to note any relevant information either in the application form or in a separate note. Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

1. **Equal Opportunities**

The College is committed to a policy of Equal Opportunities to ensure that all candidates for employment are treated fairly. Applications are welcomed from all sections of the community. As part of our monitoring responsibilities, we request information which will be used to measure our progress towards widening the diversity amongst our workforce and will only be published as anonymous statistics. The information provided will not be made available to the shortlisting or interviewing panel.

1. **Certification**You will be required to provide original proof of your identity, right to work, any documents required for safeguarding purposes and qualifications. Please note that receipt of these documents by the College is a condition of the offer of employment.
2. **Closing Date and Interviews**

The closing date is specified within the details about the post.  A short listing panel will meet as soon as practical after the closing date to select candidates that will be invited to interview, if appropriate. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful.

1. **Postage**

The College encourages applicants to submit their completed forms online. However if you are **posting your forms, please ensure they are sent to the address below with the correct postage paid** and are posted in good time for receipt by the College by the closing date. Applications received after the closing date will not be considered by the College.

**Human Resources Department**

**Luton Sixth Form College**

**Bradgers Hill Road**

**Luton**

**LU2 7EW**

If you need additional information please refer to the College website on [www.lutonsfc.ac.uk](http://www.lutonsfc.ac.uk). However, if have any specific questions or require reasonable adjustments please do not hesitate to contact the HR Department on 01582 432563.

**SECTION F: PRIVACY NOTICE FOR APPLICANTS**

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| Luton Sixth Form College  Privacy Notice for Applicants |  | C:\Users\sdk\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Data Protection 5.png |

This document is designed to provide information about the data the College holds on you, as required by the Data Protection Act 2018.

The College has a legitimate interest in processing personal data during the recruitment and selection process and for keeping these records. Processing data from job applicants allows the College to manage, process, assess and confirm a candidate’s suitability for employment and to determine the successful candidate.

**Who we are**

* The **Data Controller** of personal information about you is Luton Sixth Form College, Bradgers Hill Road, Luton, Bedfordshire, LU2 7EW. This means that we are responsible for deciding how we hold and use personal information about you. We are required to tell you what personal data we collect and how we use it.
* Our **Data Protection Officer** is Steve Kelby, Director of Information and Technical Services.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer via the College email [college@lutonsfc.ac.uk](mailto:college@lutonsfc.ac.uk)

**The information that you give us**

When you apply for employment or work at the College, we may collect your personal details, including but not limited to the following:

* Your name, address and contact details
* Your employment history including your current remuneration
* Details of your education, qualifications and professional membership with registration numbers
* Details of recent Professional Development and Training
* Supporting Statement and any other correspondence you have sent to us
* Details of relations or connections with the College
* Information about your entitlement to work in the UK
* Criminal Records Information
* Details of referees and information received from them
* Performance on a variety of assessment methods
* Equal opportunities monitoring information

The College collects data in a variety of ways, including on our application and monitoring forms, information obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (e.g. online tests).

The College also processes special categories of data from the Monitoring Form for equal opportunities monitoring purposes. As a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories. In addition, we may process information about an applicant’s disability status to make reasonable adjustments (if required) and carry out our obligations.

The College is required to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our legal obligations to determine an applicant’s suitability to work with our young people.

**The legal basis on which we collect and use your personal information**

By completing and signing your application form and monitoring form, you are entering into a contract with the College to process your application in preparation for the possibility of you being employed or provided work by the College. The great majority of this data is an essential part of our contract, so we do not require specific separate consent from you.

Where the information provided is a special category personal information (e.g. medical information) we will process it because there is a legal requirement for us to collect it, or because it is in the vital interests of you and/or the College.

As noted above, as a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories.

**The uses made of your personal information**

We will use your information to manage and administer your application. This will include communicating with you, pre-employment checks, checking that we will be able to offer any special support you need and deciding whether we are able to offer you a post at the College.

**How long we keep your personal information**

The details of how we keep applicant data is outlined in the College Data Retention Schedule. In general terms, if you complete an application form, the College will hold your data on file for 12 months after the successful applicant commences employment. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, the personal data gathered during the recruitment and selection process will be transferred to our core HR/Payroll system and your Personnel File and retained during your employment or work with the College. The details relating to the retention of these records will be provided to you in the Privacy Notice for Staff.

**How we share your personal information**

At application stage, we will share data with any third-party organisations (such as FE Jobs) who process your application on our behalf, as data processor. We will also communicate with your referees and will seek information from background checks and criminal record check providers, as required to process your application.

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the HR team and other staff across the College, as appropriate.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the College during the recruitment and selection process. However, if you do not provide the information, the College may not be able to process your application properly or at all, due to insufficient essential information required to determine whether a candidate meets the criteria outlined in the person specification.

**Data security**

The College has extensive security systems and procedures to ensure that your data is kept safe and that only authorised users can access it.

**Your rights over your personal information**

You have several rights over your personal information, which are:

* the right to ask us what personal information about you we are holding and to have access to this personal information.
* the right to ask us to correct any errors in your personal information.
* the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information.
* the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information.
* the right, in certain circumstances, to ask us to review and explain our legitimate interests to you.
* the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.
* the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>)

Please note that the College does not carry out Automated Decision Making or Profiling in relation to its applicants or employees.

**Changes to our privacy notice**

We keep our privacy notices under regular review. Any significant changes we make to our privacy policy will be updated on the College website.

**SECTION G: SOME INFORMATION ABOUT LUTON**

Luton is the largest town in Bedfordshire and, with Dunstable, forms the major conurbation in the south of the county.  It is a town packed full of cultural diversity with many different leisure and entertainment facilities.

**Population**

Luton has a population of around 211,000. It had county borough status from 1964-1974, and was responsible for establishing the College as the very first sixth form college in the country in 1966.  Luton became a unitary authority again in 1997. Around 45% of Luton's total population is from an ethnic minority background, but the proportion is significantly higher for younger age groups.  There is a large Irish community and, more recently, there has been a significant increase in migration from Eastern European countries.

**Industry and Employment**

The town is a major industrial centre with Luton Airport as one of the largest and best-known employers. There is a range of business parks and industrial estates, which incorporate light engineering, scientific and micro-electronics firms.  During the next decade the economy of Luton will be transformed as a result of very significant investment which will double the size of the Airport, improve rail links and station infrastructure and increase the quality and range of housing, retailing and leisure facilities in the town.

**Education**

There are about ninety nursery, infant and junior schools in Luton.  There are fourteen 11-16 high schools/academies and three 11-18 high schools/academies.

Bedfordshire, excluding Luton, operates an age 5-9, 9-13, and 13-18 school system.  Systems in neighbouring counties have a change at age 11 or 12.  There are fee-paying schools in Bedford and St Albans.  All secondary schools in Hertfordshire are 11-18.

**Leisure**

The attractive Bedfordshire countryside is a very short distance from any part of Luton.  Nestled in the Chilterns, Luton is surrounded by hills and natural settings. The town has two main parkland areas: Wardown Park and Stockwood Park. Wardown Park is a Victorian park that has the River Lea running through and contains a gallery museum. Stockwood Park is a vast open area where events are held like circuses and fun fairs and it also contains a transport and garden museum.

Dunstable Downs, Whipsnade Wild Animal Park, Luton Hoo, Woburn Abbey and its Safari Park are also among the well known local attractions. There is a small theatre above the town library and The Grove Theatre, in nearby Dunstable, hosts many local amateur theatre companies, bands, orchestras and choral societies, as well as national touring companies and shows.

The town boasts a professional football team, county championship cricket (Northants, not Beds), athletics and swimming facilities and two golf courses.   There is also a series of local and regional sports centres.

**Accessibility**

Luton has a very good rail links to London, which takes about 25 minutes, and to locations on the Midland Mainline railway. The M1 is close to the boundary between Luton and Dunstable, giving easy access to the national motorway network. Further expansion continues at London Luton International Airport.

**Housing**

The overwhelming majority of staff live within the local conurbation or in one of the rural towns and villages nearby such as Ampthill, Barton-le-Clay, Flitwick, Maulden, Silsoe and Toddington.  Some staff also travel from parts of the neighbouring counties of Buckinghamshire, Cambridgeshire, Hertfordshire and Northamptonshire, while others travel from the London area.





Bradgers Hill Road, Luton LU2 7EW

Tel: 01582 877500

HR Direct dial: 01582 432560

Fax: 01582 877501

## Email: college@lutonsfc.ac.uk

Website: www.lutonsfc.ac.uk