



*A place where everyone matters*

# Recruitment Pack

## Teaching Assistant Level 1 x2

1x Teaching Assistant Level 1 – Upper Key Stage 2 (Permanent)

1x Teaching Assistant Level 1 – Lower Key Stage 2 (Temporary with the possibility of becoming permanent)

Advert Reference: SPS 26-27 01

Closing Date: Friday 15<sup>th</sup> June 2026 (Noon)

Interview Date: Tuesday 23<sup>rd</sup> June 2026

**Headteacher: Mrs Fiona Kirkwood**

This school is committed to safeguarding and promoting the welfare of all our children and expects all staff and volunteers to share this commitment.

Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful, and we look forward to hearing from you.

Making an Application	Interview and Selection Process (continued)
<p><b>Application Form</b></p> <p>If you wish to be considered for this post, please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed, etc.).</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are <b>not</b> accepted as part of the application process.</p> <p><b>Supporting information</b></p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p> <p><b>Please remember to sign the declaration on the final page of the application form.</b></p> <p><b>For teaching posts:</b> in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.</p>	<p>disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.</p>
<p><b>Interview &amp; Selection Process</b></p>	<p><b>Induction and Continuous Professional Development</b></p>
<p>Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.</p> <p>Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not</p>	<p>The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies, and expectations.</p> <p>You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.</p>
<p><b>Pre-employment Checks</b></p>	<p><b>References</b></p>
	<p>If you are short-listed, we will normally take up references <b>before</b> the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.</p> <p>Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p>

## Pre-employment checks (continued)

## School Policies

### **(DBS) Disclosure & Barring Service**

Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [www.gov.uk](http://www.gov.uk) website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

### **Prohibition checks (teachers only)**

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

### **Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to the interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### **Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at the interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### **Child Protection**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### **Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

### **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure the delivery of quality services and also to protect the well-being of all its employees and pupils.

The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are, in addition, bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

### **Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics, which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Full details of all these policies are available in school.**

# Welcome Message

A very warm welcome to Summerfield Primary School from Mrs Kirkwood, Headteacher.

At Summerfield, **children are at the heart of everything we do**. Their happiness, well-being, and success are our highest priorities. We are proud to be a school where every child is valued, nurtured, and encouraged to reach their full potential.

Our core values—**Respect, Care, and Potential**—guide every aspect of school life. These values shine through in our relationships, our teaching, and the positive choices our children make every day.

We offer a **broad and exciting curriculum** that inspires curiosity, creativity, and a love of learning. Our dedicated staff work tirelessly to ensure that every child, regardless of age or ability, is supported and challenged to thrive.

We believe that strong partnerships with parents, carers, and governors are key to our success. With our **open-door policy**, we welcome communication and collaboration, working together to create a warm and inclusive school community.

We hope our website gives you a sense of who we are and what we stand for. If you'd like to see Summerfield in action, please don't hesitate to contact our office—we'd be delighted to show you around.

**Together, we make Summerfield a place where children flourish.**

## Our Schools Ethos and Values

At **Summerfield Primary School**, our core values—**Respect, Care, and Potential**—are at the heart of everything we do. These values guide our relationships, shape our teaching, and influence the positive choices our children make every day. We are committed to providing an **inclusive, holistic, and high-quality education** for every child. Our school is a place where children feel safe, supported, and inspired to grow—academically, emotionally, and socially.

## What We Strive For

Our caring and dedicated staff work together to ensure that every child at Summerfield:

- Develops **secure emotional health and well-being**
- **Enjoys learning** and feels **happy and safe** at school
- Builds their **intelligence and curiosity**
- Learns to **make informed, thoughtful decisions**
- Has opportunities to **lead and collaborate** as part of a team
- **Appreciates and celebrates cultural diversity**

We believe that when children feel valued and empowered, they thrive—not just in school, but in life.

## About the School

The school first opened in the early 1950s as Intake First School and had just three classes! It was known as 'Little Intake'. Over the years, it grew and is now a 1-form entry primary school with seven classes. The school caters to 210 children aged 5 to 11 and has a 39-place nursery for morning, afternoon, flexible, or additional sessions. Much of the school was rebuilt in 2003, and the older part of the school was refurbished.

The school provides a spacious and attractive environment for learning. Years 5 and 6 have their own separate classroom block, and in the main building, as well as the other classrooms, we have a lovely Library, Computing Suite, Sunflower Base, Zen Den, and Offices. Years 3 and 4 have their own small group area, and Year 2 has the largest classroom in the school with an enormous 70 square metres.

We have a large hall as well as extensive playgrounds, a playing field, a forest area, a pond, planting beds, and a wildlife garden with a growing orchard. The playground has benefited from improvements, including playground markings, permanent goals/nets, playtime toys, a tyre park, a trim trail, a quiet reading area, and a covered way for shelter in all weathers.



# Summerfield Primary School

**Advert – x2 Teaching Assistant Level 1**

**Job Reference: SPS 26-27 01**

**Start Date:** September 2026

**Contract Type:** 1x Teaching Assistant Level 1 – Upper Key Stage 2 (Permanent)

1x Teaching Assistant Level 1 – Lower Key Stage 2 (Temporary with possibility to become Permanent)

**Hours:** 30 hours per week (Term Time Only)

Monday to Friday 8.30am to 3.30pm with 1 hour lunch break (*There will be a 6-month probationary period*)

**Salary/Grade:** Grade: B1 SCP 04–06

Under 5 Years' Service: SCP 04 £17,633.38 to SCP 06 £17,660.56

Over 5 Years' Service: SCP 04 £17,869.02 to SCP 06 £17,896.57

## About Summerfield Primary

At Summerfield Primary, we are committed to helping all pupils thrive both in learning and in life, overcoming any barriers that may stand in their way. Every member of our staff team plays a key role in this mission.

We are proud of our nurturing, holistic approach to education, which supports every child's development. Our strong partnership with parents and carers helps ensure children reach their full potential.

Everyone in our school community follows our Ethos: **Respect – Care – Potential**

## About the Role

We are seeking to appoint dedicated and enthusiastic Teaching Assistants to join our supportive and welcoming team. Successful candidates will work under the direction of teaching and senior staff to support learning and development across the school, ensuring all pupils have equal access to a safe and engaging learning environment.

This is an exciting opportunity for individuals who are passionate about working with children and supporting their educational and personal development. The role involves working closely with teaching staff to promote inclusion, encourage independence, and foster a positive and nurturing classroom atmosphere.

In addition, the **Upper Key Stage 2 permanent Teaching Assistant post will also include supporting the school library team**, assisting with the organisation, maintenance, and promotion of reading and library resources to encourage a love of reading across the school.

## The Successful Candidate's Main Responsibilities are;

- Supporting teaching staff in the classroom to ensure access to learning for all pupils.
- Supervise and assist pupils, ensuring their safety, wellbeing, and participation in activities.
- Attend to pupils' personal needs, including social, health, hygiene, and first aid matters.
- Support the implementation of learning programmes such as literacy, numeracy, and early years activities.
- Prepare and maintain classroom resources and assist with the display of pupils' work.
- Support behaviour management strategies and promote positive pupil conduct.
- Provide general administrative support, including photocopying, filing, and collecting resources.
- Accompany staff and pupils on educational visits and trips as required.
- Participate in professional development, training, and performance reviews to continually improve practice.
- Adhere to all school and council policies, including safeguarding, health and safety, equality, and data protection.

## Person Specification:

- Has good literacy and numeracy skills (GCSE Grade D-G or equivalent)
- Can build positive relationships with pupils, staff, and parents.
- Demonstrates patience, empathy, and understanding when supporting children's learning and wellbeing.
- Works effectively as part of a team and shows initiative when required.
- Is committed to promoting inclusion, equality, and safeguarding at all times.
- Has experience of working with, or caring for, children of a relevant age.
- Can adapt to the changing needs of the school and its pupils.

- Willingness to carry out additional reasonable duties as required by the Headteacher or Leadership Team.
- \*Paediatric First Aid and Emergency First Aid at Work

\* Please see the full Person Specification within the Recruitment Pack, and Training will be provided for the above if not currently held.

### **For Children and Staff alike, Summerfield Primary has:**

- A perfect balance of care and support with high expectations
- Our staff are committed to providing our children with a broad and exciting curriculum, enabling children of all ages and abilities to reach their true potential.
- A leadership team dedicated to attainment, achievement, enjoyment, and wellbeing
- A committed and welcoming staff team
- An inclusive school culture that values cooperation and respect

### **Safeguarding Statement**

Summerfield Primary is committed to safeguarding and promoting the welfare of children. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. All shortlisted applicants will be required to disclose relevant information regarding criminal history and will be subject to an online search (using only publicly available information) as part of our Safer Recruitment process.

### **Additional Information**

We welcome applicants from a diverse range of candidates and are committed to building a workforce that reflects the population of Leeds and the surrounding areas.

### **This position is based in the United Kingdom and is subject to verification of the applicant's Right to Work.**

Acceptable evidence may include UK or Irish citizenship, settled or pre-settled status under the EU Settlement Scheme, or a valid visa permitting work in the UK. Please note that this role is not eligible for visa sponsorship. Applicants who do not currently possess the Right to Work in the UK should carefully assess their eligibility before submitting an application.

Please note: CVs and incomplete applications will not be accepted.

### **How to Apply**

For an application pack, further information, or to arrange a visit, please contact:

Debbie Slinger, School Business Manager

✉ [recruitment@summerfieldprimary.org.uk](mailto:recruitment@summerfieldprimary.org.uk) [www.summerfieldprimary.org.uk/vacancies](http://www.summerfieldprimary.org.uk/vacancies)

☎ 0113 205 7520

Closing Date: Friday 15<sup>th</sup> June 2026

Interviews: Tuesday 23<sup>rd</sup> June 2026

*Candidates who have been shortlisted will receive an email with information on interview timings and any other details needed in line with our Safer Recruitment process.*



Leeds City Council

Job Description & Person Specification

<b>Grade:</b>	B1 (04/06)	<b>Conditions of Service</b>	NJC
<b>Responsible To</b>	Teaching / Senior Staff	<b>Responsible For:</b>	None

### Job Purpose:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Responsibilities

- To attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, and welfare matters
- To supervise and support pupils, ensuring their safety and access to learning
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils in understanding instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- To appreciate and support the role of other professionals
- To accompany teaching staff and pupils on visits, trips and out-of-school activities as required.
- To participate in appraisal, training, and development activities as necessary to ensure up-to-date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- To be aware of and comply with school and Leeds City Council policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support differences and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- To appreciate and support the role of other professionals

- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post as directed by the Headteacher, CLMT, Class Teacher, and Line Manager

## **Qualifications**

GCSE Maths and/or English grades D-G, CSE level 2

## **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers, and internal and external customers.

## **Physical Conditions**

The post is based at Summerfield Primary School.

Summerfield Primary School is accessible to disabled persons through Gate 3 – there is accessibility around the school.

The school operates a non-smoking policy.

## **Special Conditions**

This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background of any offence.

## PERSONAL SPECIFICATION

### Employee Specification:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following;

(A) - Application Form, (T) - Test, (I) - Interview, and (C) - Certificate

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills, GCSE Maths and/or English grades D-G	*		A & I
CSE level 2			
Able to use a range of office equipment (e.g., PC/Laptop, printers, photocopiers).	*		A & I
Ability to relate well to children and adults	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid,		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Understanding classroom roles and responsibilities, and your own position within these	*		A
Completion of DfES Teacher Assistant Induction Programme		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A & I
Experience in the use of the Microsoft package	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I
Committed to Continuous Improvement	*		I

Of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – These can be taught about in the interview, and further training can be offered.

### REVIEW

This job description may be reviewed from time to time in consultation with the post holder in order to address changing circumstances or priorities within the school.

### Job Description/Person Specification Content Prepared / Reviewed by:

Fiona Kirkwood, Headteacher and  
Debbie Slinger, School Business Manager

Dated: 21/05/2026



# Privacy Notice (How We Use Job Applicants' Information)

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

The categories of information that we process, these include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- online/social media checks at the shortlisting stage

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

## Why we Collect and Use Workforce Information

We use job applicants’ data to:

- a) enable us to confirm relevant experience and qualifications
- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject.” and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller”

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

### **Collecting Job Applicants' Information**

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

### **Storing Workforce Information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

### **Who we share Job Applicants' Information with**

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

### **Requesting Access to your Personal Data**

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact the School Business Manager on [office@summerfieldprimary.org.uk](mailto:office@summerfieldprimary.org.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### **Withdrawal of Consent**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office at [office@summerfieldprimary.org.uk](mailto:office@summerfieldprimary.org.uk)

### **Complaints**

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)

### **Last Updated**

This version was last updated in November 2025.

## Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The School makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Further information regarding conviction information**

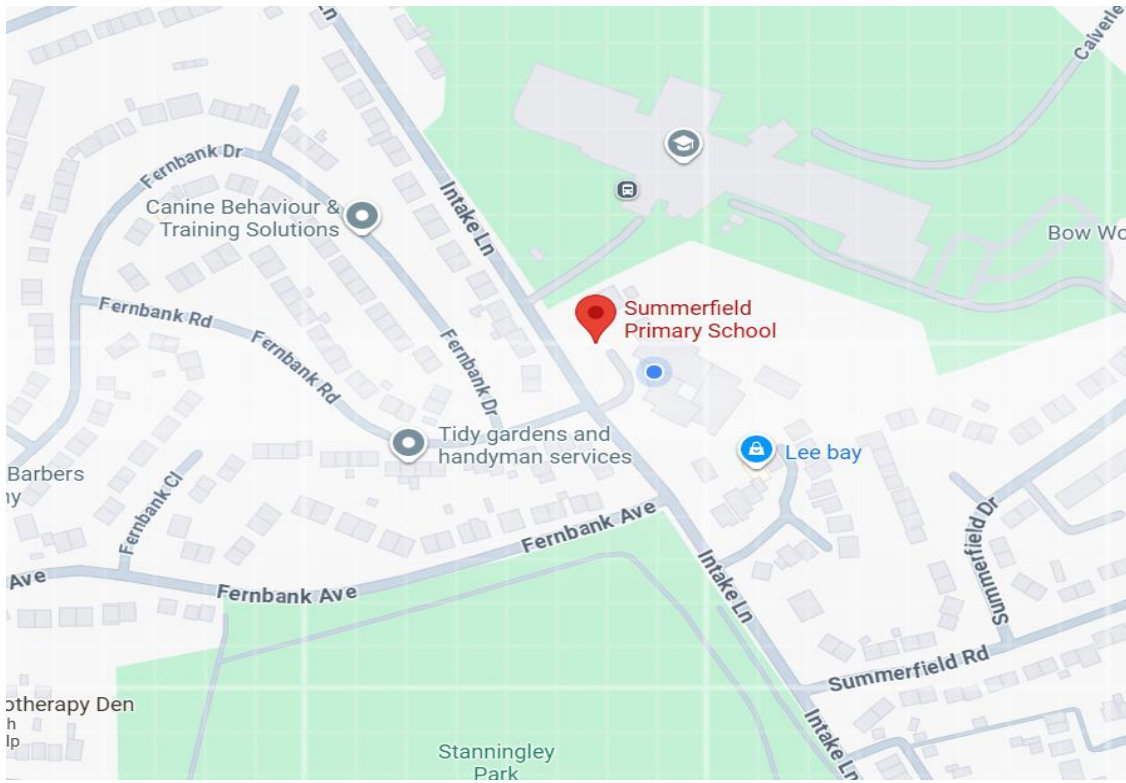
On the 29 May 2013, legislation<sup>1</sup> came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'

## Location



Link for location on Google Maps;

<https://maps.app.goo.gl/nSkUqD5QoJyaECFw7>

Summerfield Primary School

Intake Lane

Bramley

Leeds

LS13 1DQ

Tel: 0113 205 7520

Email: [recruitment@summerfieldprimary.org.uk](mailto:recruitment@summerfieldprimary.org.uk)

Thank you for your interest in this role.

If you would like any further information, please contact us using the details above. We hope you have found this recruitment pack helpful and look forward to receiving your application.