

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK
Director of Finance and Estates



Message from Mrs Rachel Worth, Interim Headteacher

Thank you for your interest in our school.

I have been a member of the staff team here at Southend High School for Boys since January 2005, taking on the role of Interim Headteacher from September this year. This is a great school. Every day is rewarding. Please look at our website – it will help give you a sense of our values and 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 2024), 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 2024). 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 54 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.



13th September 2024

Dear Applicant

Post: Director of Finance and Estates

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 contact us on recruitment@shsb.org.uk

Applications will only be accepted on an application form (lone CVs are not accepted and will not be considered). CVs 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

Please return all completed applications by midday on **Friday 27th September** to recruitment@shsb.org.uk. Please be aware that we reserve the right to call for interview and appoint prior to the closing date, therefore please send your application as soon as possible.

Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible. To save on administration costs we do not ordinarily confirm receipt of applications.

If you have a disability, long term illness or are neurodivergent 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

Rachel Worth
Interim Headteacher



SOUTHEND HIGH SCHOOL FOR BOYS

The post – Director of Finance and Estates

The **Director of Finance and Estates** will provide high quality leadership and management of the Trust's Finance and Estates functions, ensuring that the Trust runs efficiently and effectively in delivering its educational vision, aims and objectives.

The role:

- Advising the Headteacher, Trust Board and other school leaders on all matters relating to financial operations and estates;
- Ensuring that sound, appropriate and effective risk management arrangements are in place;
- Ensure that budgets are prepared and monitored appropriately and efficiently, and that annual accounts are delivered in accordance with the Academy Trust Handbook, the EFSA guidelines fulfilling all statutory requirements;
- Effective leadership and management of the finance team; and
- Effective leadership and management of the estates team, ensuring that all aspects of our estate, including areas such as health and safety, building projects and catering contracts are run smoothly and efficiently across the site.

The candidate:

The successful candidate will lead the promotion and delivery of good financial management ensuring that public money is used appropriately, efficiently and effectively at all times.

The right candidate will be passionate about education, setting a clear vision for finance and estates at Southend High School for Boys that is rooted in the core values of the school. They will also be a creative thinker, with an innovative approach to problem solving.

The ideal candidate will be experienced in a senior financial role and hold an accounting qualification. Previous school/trust finance experience is essential.

The postholder will be responsible to the Headteacher.

Organisation benefits:

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 25%)
- Free on-site parking
- Cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering a range of retail discounts and vouchers, a 24/7 confidential advice line, and opportunity for structured counselling sessions.
- Access to apply for Blue Light Card
- Specsavers Eye care vouchers
- Free use of the sports facilities

JOB DESCRIPTION

Job Title:	Director of Finance and Estates
Responsible to:	Headteacher
Job Purpose:	Provide high quality leadership and management of the Trust's Finance and Estates functions, ensuring that the Trust runs efficiently and effectively in delivering its educational vision, aims and objectives.

Main Duties and Responsibilities

Please note this is a senior leadership post where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties. The following is an indicative list.

Strategic Direction and Development

- Take a full and active part in the leadership, operation and development of the school.
- Work with the Headteacher and Trust Board on the development of the School Improvement Plan, ensuring that it reflects and builds on the school's vision and values.
- Provide strategic advice to the Headteacher, Trust Board and senior leaders on financial issues, strategic financial planning, and management of the school estate.
- Liaise with the Chair of the Finance and Audit Committee, attending and leading briefings at Trust meetings.

Finance

- Provide financial leadership to the strategic planning process, including annual budgets, periodic forecasts and funding requirements.
- Develop and maintain effective financial systems including Business Continuity Plans and procedures.
- Prepare the Trust's annual budget, working closely with the Headteacher and Board of Trustees to ensure consistency with the Trust's strategic and financial objectives.
- Monitor the income and expenditure budgets across the Trust, identify and giving early warning of difficulties.
- Provide accurate and timely information to enable effective budgetary control, cash flow forecasts, decision making and sound strategic planning.
- Manage and lead on the reporting requirements associated with ESFA capital funding. Ensure that effective financial structures and controls are in place to support robust financial management across the Trust.
- Ensure the Trust complies with its obligations in accordance with the funding agreement, the Academies Accounts Direction and Academies Trust Handbook issued by the funding body and in accordance with the financial regulations and procedures of the trust.
- Prepare and maintain the Trust's annual accounts to prescribed standards and take responsibility for the completion and submission of these and all financial returns to the EFSA in accordance with prescribed deadlines of regulatory reporting.
- Ensure the Trust's annual accounts are properly audited, presented and adequately supported by the Trust's underlying records; including the maintenance of effective systems of internal control.
- Ensure the Trust maintains an accurate and up to date fixed asset register in accordance with accounting requirements.
- Liaise with the Finance & Audit Committee and act as lead liaison with internal and external auditors to coordinate all processes, reviews and outcomes to enable them to operate effectively.
- Proactively manage the Trust's cash position and its operating activities, and report regularly on this aspect of financial management to the Board of Trustees.
- Maintain the financial and operational considerations of the trust Risk Register.
- Manage the staff pay budget (and associated payroll systems) and liaise with the HR manager to ensure appropriate authorisation for payroll.
- Oversight of Teachers Pension and Local Government Pension Scheme provision and compliance as Authorised Officer.

Estates

- Lead on the Trust's statutory compliance (School Premises Regulations 2012) requirements, including contract procurement, systems set-up, staff training and implementation of policies & procedures.
- Work closely and liaise with the wider Trust team to ensure that in-school processes, as applicable, are implemented and followed.

- Manage the Trust's Estates budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for the estates function.
- Ensure all mechanical, electrical, and public health installations are fully operational and manage all utilities, in order to ensure quality of service and cost-optimisation.
- Project manage capital building projects ensuring appropriate funding sources are identified, writing proposals for expenditure and delivery within scope, time and budget.
- Lead the Trust in consideration of, and planning for, its strategy for Environmental Sustainability

Premises

- Work with and develop the premises team to manage out of hours cover, investigation and response to emergency callouts as needed, and deliver Health and Safety at Work requirements.
- Support the premises team responsible for the maintenance of all Trust buildings, grounds and utilities, and establish/operate an agreed program of planned preventative maintenance ensuring that repairs and remedial works are carried out in-house, calling on contractors as required.
- Work with the Facilities Manager to create and manage the decoration, maintenance and display schedule to ensure the buildings and environment represent excellence across the Trust.
- Keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation, and monitoring of regulations.

Contracts Management

- Deliver a strategic oversight of contracts on site, operating a permit to work system as required, ensuring safeguarding requirements are met. This always includes general security and access control, which may include being called outside of normal working hours to deal with security problems or emergency repairs.
- Ensure the efficient budget planning for contracts within delegated budgets.
- Monitor the contracts to ensure that all service level agreements are met, including the catering contract.
- Management of the external catering contract and associated compliance, communication and internal/external liaison.

Line management, People & Services

- Responsible for all people management aspects for the finance team, premises team, and cleaners, including their recruitment, performance management and training to ensure high levels of commitment, performance and productivity.
- Schedule, prioritise and supervise the work of all members of staff employed within the area of responsibility; including effective liaison with teaching and support staff to ensure that all facilities for teaching and learning are as high quality as possible.

Trust Compliance

- Achieve the most competitive pricing for goods and services for the Trust, complying with current and relevant procurement legislation and Trust policies.
- Ensure the Trust is compliant with all the policies, rules, and procedures, including Fire and Health & Safety legislation, and other legislation relating to the functions within the scope of the role.
- Ensure fire risk assessments are in place and reviewed regularly and that appropriate fire safety and evacuation measures are in place and the school is safe.
- Ensure that general risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified.
- Be responsible for the oversight of day-to-day management of Health and Safety (H&S) within the Trust, reporting back regularly to the Headteacher with an action plan to ensure a solution focused approach to areas requiring remedial action.

General

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact.
- Responsible for the day-to-day management of all Trust's finances and the management of the Trust's estate; ensuring the school is well-maintained, safe, and secure for all site users.
- Ensure high standards of site supervision and effective use of resources to enhance the learning environment for pupils and staff.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Professional Accountancy qualification or finance related qualification at graduate or postgraduate level (ACA, ACCA, CIMA, or equivalent)</p> <p>Relevant Health and Safety qualifications and/or willingness to undergo training as required</p>	<p>IOSH certification</p>
Knowledge, Skills and Experience	<p>Proven track record of senior financial management and strategic leadership experience in the charity sector (education sector would be highly desirable)</p> <p>Experience of charity funding methodologies and compliance (education sector would be highly desirable).</p> <p>Experience of preparing annual budgets and in-year re-forecasts</p> <p>Knowledge of current legislation affecting such items as taxation, payroll, pensions and VAT.</p> <p>Significant experience of working with stakeholders to develop strong financial understanding and empathy across the Trust enabling budget holders to effectively develop and manage their budgets.</p> <p>Experience of preparing monthly management accounts and reports and year-end accounts ready for audit.</p> <p>Significant accounting and computer skills.</p> <p>Ability to present complex information to a wider audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, and with the ability to report and challenge as necessary.</p> <p>Ability to use initiative to increase efficiency and effectiveness.</p> <p>Experience leading, coaching, and motivating staff, ensuring professional development and effectively challenging and managing any underperformance.</p> <p>Able to work with a range of internal and external partners.</p> <p>Knowledge and experience of managing procurement and contracts for services.</p> <p>Able to manage several projects at once, prioritising accordingly to meet deadlines.</p> <p>Excellent written and oral communication skills.</p> <p>Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations.</p>	<p>Experience in obtaining additional funding streams</p> <p>Experience of managing whole-organisation change</p> <p>Confident in using Management Information Systems (MIS)</p> <p>Familiar with Education Skills Funding Agency reporting arrangements.</p> <p>HR administration and payroll management/authorisation</p> <p>Knowledge or training within Facilities/Estates management and maintenance, ideally within an educational setting.</p>

Behaviours	<p>Genuine passion for and a belief in the potential of every pupil.</p> <p>A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.</p> <p>Belief that every student should have access to an excellent education regardless of background.</p> <p>Professional outlook, detailed orientated and able to multitask and meet deadlines.</p> <p>A collaborative approach to working in teams, as well as able to use own initiative.</p> <p>Calm and professional under pressure.</p> <p>Understanding of the legislation relating to confidentiality and Data Protection.</p> <p>Flexible attitude towards work and demonstrates sound judgement.</p>	Safeguarding training
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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.

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)



SOUTHEND HIGH SCHOOL FOR BOYS

KEY INFORMATION SHEET

This sheet sets out the key information for any candidates applying for the post of Director of Finance and Estates.

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 by no later than midday on the closing date of 27th September 2024.

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

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview.

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 may be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

The school will conduct internet checks (including reviewing social media) relating to successful candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school. These checks would be conducted by an external agency prior to appointment.

Interview:

Interviews will be held at Southend High School for Boys w/c 7th October 2024.

Further information:

Applicants who require further information should contact the HR Manager via recruitment@shsb.org.uk or telephone 01702 606208. We are happy to arrange visits to the school in advance of any interview process.

Key Information for candidates regarding terms and conditions:

Hours per week:

Total hours per week are 37 (08.00 – 16.00 Monday to Thursday, 08.00 – 15.30 Friday) with a 30 minute unpaid lunch break. Exact working hours are negotiable with the successful candidate.

Working weeks per year: Full time

Location: The post is based on site within the school. It is anticipated that full time presence will be required during the initial months of appointment, however it may be possible to consider a degree of flexible working from home in later months.

Start date: Required for November 2024.

Holiday entitlement: The annual holiday entitlement for this post starts at 27 days plus bank holidays (April to March) and increases to 30 after 5 years' service. Previous local government service under the Modification Order will apply to annual leave entitlement. 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: The post is paid on Essex Schools' Local Government Pay Scale 12-13 within range of Points 43-49 (£51,515 to £61,328). A starting salary Point would be negotiable depending on skills and experience.

Probation

All individuals new to employment will be required to satisfactorily complete a six month probationary period.



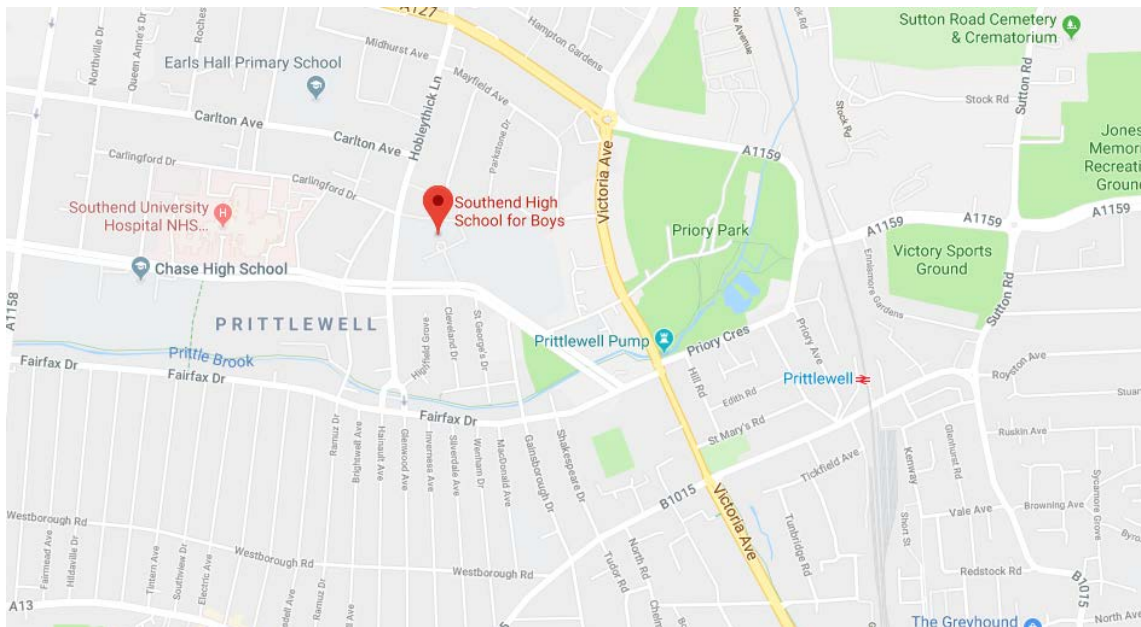
SOUTHEND HIGH SCHOOL FOR BOYS

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 19th 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.

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.
4. 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 are not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of a satisfactory public social media check
 - 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
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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 shortlisted 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) and any prohibitions prior to interview. When making a recruitment decision School 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 discussed with candidates and decisions made 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.

9. 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.

A copy of our Recruitment Procedure is available upon request.



SOUTHEND HIGH SCHOOL FOR BOYS

Privacy Notice for Staff and Applicants

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 and health 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
- Related party business interests
- CCTV imagery – *see separate policy*
- Photos (e.g. on school website, staff database, social media)
- Location data
- Telephone calls (retained for 30 days)
- For alumni – key employment data for archiving purposes (e.g. school history, tax or pension)

Why we collect and use workforce information

Workforce data is essential for the school's operational use and the majority provided to us is required, although some of it is requested on a voluntary basis. In order to comply with the Data Protection Act 2018, 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
- j) Enable to use of ed tech

Under the Data Protection Act 2018, the legal basis we rely on for processing personal information is to fulfil contractual obligations and other legitimate interests. Under Article 6 these are:

- **Consent** : an individual has given clear consent to process their personal data for a specific purpose (6.1.a)
- **Contract**: necessary for a contract with an individual or specific steps required before entering into a contract (6.1.b)
- **Legal obligation**: necessary to comply with the law (6.1.c)
- **Public task**: necessary to perform tasks that the school is required to perform as part of their statutory function (6.1.e)
- **Vital interests**: to keep children safe and protect your vital interests or someone else's (6.1.d)
- **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 (6.1.f). 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 Data Protection Act 2018 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. Applicant information is stored for 12 months then securely destroyed. For more information on our data retention schedule and how we keep your data safe, please contact the HR Manager.

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.

We archive some information (such as joining and leaving dates, House, exam information, photographs) in the public interest

Who we share workforce information with

We routinely share this information with:

- Southend High School for Boys' Governing Body
- Government authorities (e.g., the Department for Education (DfE), HMRC and local authority)
- Service providers (e.g., Juniper for HR services, Mazars for payroll, Essex Pension Fund, Teacher's Pension and Occupational Health)
- Disclosure and Barring Service (DBS) (e.g. during recruitment checks or a referral)
- Teachers Pensions
- Professional advisers (e.g., insurers, lawyers)
- OFSTED
- UK Border Agency if employed under Tier 2 or Tier 5 to comply with our duties as a sponsor
- Benefit providers (e.g. cycle to work, eye care, Employee Assistance Programme, Childcare vouchers)
- Education software providers
- Training providers
- Medical practitioners in the case of an emergency
- Regulated specialist suppliers

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

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 Local Authority Designated Officer (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.

Why we share school workforce information

We do not share information about our workforce members with anyone unless the law and our policies allow us to do so. We would ask for specific consent for sharing data not covered by our privacy Notices.

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 enquiries@shsb.org.uk to discuss making a Subject Access Request.

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

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 (HR@SHSB.org.uk) or our Data Protection Officer (dpo@shsb.org.uk).

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

Last updated: 13th August 2024

Data Controller: Southend High School for Boys, Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG