



# Executive Headteacher Recruitment Pack





# Contents

- Letter from the Chair of Governors
  - Values
  - Our Federation
    - Letter From the Diocese
    - Letter from LCC
  - Our Schools
    - William Stukeley Church Of England Primary School
    - Deeping St Nicholas Primary School
  - Pupil Voice / Staff Voice
  - Governing Body
  - Location
  - Job Description & Person Specification
  - Application Process
  - Privacy Notice
- 
- Appendix 1 – Application Form



Dear Applicant

I would like to thank you for expressing an interest in becoming the new Executive Head Teacher of The Stukeley Federation. This post has arisen as our Headteacher, Mr Tom Emery, retired after 12 years in the role. We are seeking to appoint for the start of the academic year in January 2024.

Our Federation is currently made up of two schools which come together as a cohesive team with a shared vision, policies and curriculum whilst still maintaining their own unique characters. After a period of informal help for Deeping St Nicholas, it was obvious that schools with such a shared vision should amalgamate, and the federation was formally set up in October 2020 just after COVID-19 hit.

Holbeach William Stukeley school is the larger school 305 pupils currently on roll. It is a Church of England Voluntary Aided Primary School set in beautiful surroundings, with parkland to the front and an old Victorian walled garden from the original stately home that stood on the site. We have a tranquillity area, a small wood with outdoor classroom (for forest school) and a secret garden too.

As a governing board we have been very proactive, looking at the growth in the area, and are excited as plans for growth are now going ahead. New building works, which will add an extra classroom as well as expanding our school hall and staff room are planned.

We are also talking with County to expand further in the future to two form entry. This will provide our new Headteacher with a wonderful opportunity to take the school forward in the next stage of its history.

Deeping St Nicholas Primary School, which opened its doors in 1877, is the smaller of the schools, with 61 children in 3 classes. It is a local authority-maintained school with a long history and good reputation. We still have the original Head Teachers logs dating back to the late 19th Century. We recently had a visit from an ex pupil, Professor Rix, now 100 years old, who had many memories and told many stories about his education in the 1930's. It is certainly a school with history.

The school has breakfast and after school clubs in the Ivatt Suite and a sensory garden, climbing wall, spinney, mud pit, fire pit and den building area outside in its large grounds where Forest School takes place.

Both schools have benefitted from strong leadership and have effective, enthusiastic and committed staff teams. Our new Headteacher will need to have a clear vision of excellence in primary education with the ability to think strategically and lead the Federation through the next exciting phase of its development and beyond.

I have asked our staff, governors and children what qualities they would like to see in our new Headteacher. Our ideal candidate would be approachable & fair, focussed on key priorities, visible around school, well organised and knowledgeable. They would be someone who would support our school ethos and the true feeling of family that we have within our school whilst also raising attainment and helping to develop our children into safe, happy and well rounded individuals.

One person I spoke to summarised it into “Someone who truly wants to become part of the Stukeley Federation team with the ambition and drive [to lead the school and] to help us to continue to be the best that we can be”

We are looking for an experienced Leader, with drive and enthusiasm, who can continue the fantastic work that staff are doing and take our schools forward into the future.

I have seen the Federation develop and grow, forging bonds as a strong and united team. Can you continue this process, to cultivate our Federation’s ethos, raise attainment and give every child in the Stukeley Federation the best possible start in life?

I am immensely proud of both schools, our children and staff. To truly appreciate what we have to offer, we warmly invite you to come and visit us for an informal chat and good look around.

Richard Nicholas

Chair of Governors

The Stukeley Federation



# Values

*In our happy, caring and safe schools, our teachers will inspire learning, support us to achieve success and create lifelong values, characteristics and ambitions'*





# Our Federation

We are an exciting and unique Federation consisting of a Church School and a Community School with a cohesive team working together with a shared vision, policies and curriculum.

We are able to offer a comprehensive induction programme from the Local Authority and the Diocese with ongoing support and a close relationship with our Leads in both.

The wellbeing of our staff is ingrained into the culture of the Federation and we support everyone to ensure a healthy work/life balance, where everyone feels valued, appreciated, respected and listened to.

Both schools have strong links with the local school clusters for support and sharing of ideas and information, and are both actively supported by, and involved in our local communities, taking part and being invited to events and activities.





**Mr Paul Thompson**  
Diocesan Director of Education

Dear Applicant,

Thank you for your interest in the position of Executive Headteacher at William Stukeley Church of England Primary School and Deeping St Nicholas Primary School.

As the federation includes a church school and a community school, you will be able to access a breadth of support services from both the Local Authority and the Lincoln Diocesan Board of Education (LDBE).

As a new headteacher of a church school, you will be warmly welcomed into the church school family. In the family, there is the diocesan education team and there are 141 Church of England schools and academies in the diocese of Lincoln. Each year, we hold the Church Schools Festival in Lincoln Cathedral for all Y6 pupils, staff and volunteers. This is a very special 'family' occasion and you of course would be most welcome to join us at this event if you are appointed.

When you start in your new post, we will ensure that a diocesan education adviser is allocated to you and in conjunction with the LA, we will arrange for you to have an experienced church school headteacher to mentor you in the first year of your new post. The diocese will invite you to engage in a range of activities to support you in your leadership role. They include:

- A diocesan development day for new church school headteachers
- Termly headteacher briefings
- Informal and bespoke support and advice from a named diocesan adviser and church school head mentor
- An annual adviser visit to help you further develop church school effectiveness
- Headteacher performance management support from a church school perspective

Edward King House – Minster Yard – Lincoln – LN2 1PU  
01522 504010

[paul.thompson@lincoln.anglican.org](mailto:paul.thompson@lincoln.anglican.org) – [www.lincolndiocesaneducation.com](http://www.lincolndiocesaneducation.com)

Registered charity number – 1151733

Company number - 08334622

- School Improvement support
- Training, courses and conferences on a range of themes for yourself and leaders at all levels. Themes include SIAMS, RE, Collective Worship, Vision and church school distinctiveness and effectiveness.

For a more detailed overview of the diocesan support on offer, please visit the diocesan website at [www.lincolndiocesaneducation.com](http://www.lincolndiocesaneducation.com) where you will find the diocesan service level agreement and a range of other resources and materials.

I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

Thank you again for your interest in the post and we look forward to receiving your application.

Yours sincerely

Paul Thompson  
Diocesan Director of Education.

Edward King House – Minster Yard – Lincoln – LN2 1PU  
01522 504010

[paul.thompson@lincoln.anglican.org](mailto:paul.thompson@lincoln.anglican.org) – [www.lincolndiocesaneducation.com](http://www.lincolndiocesaneducation.com)

Registered charity number – 1151733

Company number - 08334622



Lincolnshire County Council  
County Offices  
Newland  
Lincoln  
LN1 1YL  
Tel 01522 554590  
Email: EducationTeam@lincolnshire.gov.uk

MS/HO-S/CS

Dear Applicant

### **Working in Lincolnshire**

Thank you for considering applying to the post of Executive Headteacher in one of the Lincolnshire maintained schools.

We are a predominantly rural county, and our councillors are committed to supporting our maintained schools which they believe are at the very heart of our communities.

Our commitment to our schools is demonstrated through a range of opportunities such as a comprehensive new headteacher induction programme, regular support from an Education Locality Lead, termly leadership meetings for information sharing and development, easy accessible officers across children's services and free training opportunities for district and county wide focus priorities.

We have an excellent teaching school hub based in our county who provide general and bespoke training and we also work closely with the Diocese of Lincoln to support our church schools.

I hope you will find time to visit the school and wish you success with your application.

Yours sincerely,



Matt Spors  
Head of Service, School Standards – Children's Education



## William Stukeley Church of England Primary School

*Aspiration, Inspiration, Motivation ~ Aim For Success*

### Vision Statement and School Aims

*In our inclusive and happy school, we make sure everyone feels welcomed, valued and valuable.*

*Our safe and inspiring learning environment helps us work towards achieving our best, in all that*

*we do, so that we can become independent and resilient members of our wider community.*

*Our shared Christian values give us a foundation of challenge and support, helping to make a positive change in the world, as we strive to create a community of respect and aspiration, preparing everyone for their future.*

Within a Christian ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners who are prepared to be challenged and take risks in a diverse and ever-changing world
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and fun
- Use a variety of teaching strategies and resources effectively and creatively, encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability
- Strongly encourage parental involvement in the education of our children
- Demonstrate and foster respect for ourselves and others within the school and the global community
- Encourage spiritual and moral values
- Value each child as an individual within the school

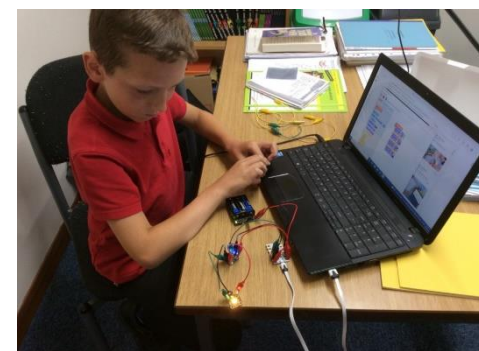




The William Stukeley Church of England Primary School opened in September 1993 as a result of the reorganisation of primary education in Holbeach. Initially, it opened in buildings previously occupied by Holbeach VC Infants' School, but in September 1994, the school moved into its present new purpose built premises, on the site of the old Stukeley Hall. The school was named after the famous historian and antiquarian William Stukeley who built Stukeley Hall. The school is set in beautiful surroundings, which were once the grounds of the hall and are second to none.

The school is built on a single floor, with eleven classrooms set around a central courtyard. It has a large school hall and extensive grounds including two large fields and three hard play areas. The school has an Early Years outside area, which includes a sensory garden, road track, sand pit, den building, writing areas and climbing equipment.

Outside the main school building, a quiet reflective area within the walled garden has been developed. This is a special place for children to spend time and think about their loved ones. We are also proud to offer a wooded area, complete with an outside classroom, in which the children can take their learning outside and thoroughly enjoy Forest School.





## Deeping St Nicholas Primary School

### Vision Statement and School Aims

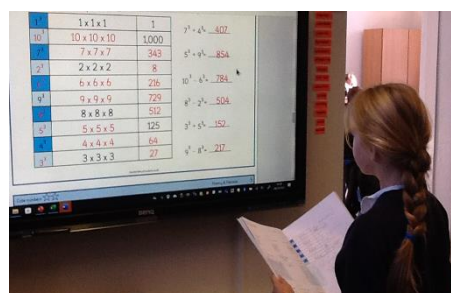
*In our inclusive and happy school, we make sure **everyone** feels welcomed, valued and valuable.*

*Our safe and inspiring learning environment helps us work towards achieving our best, in all that we do, so that we can become independent and resilient members of our wider community.*

*Our shared values give us a foundation of challenge and support, helping to make a positive change in the world, as we strive to create a community of respect and aspiration, preparing everyone for their future.*

Within the school's ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever-changing world
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and fun
- Use a variety of teaching strategies and resources effectively and creatively, encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability
- Strongly encourage parental involvement in the education of our children
- Demonstrate and foster respect for ourselves and others within the school and the global community
- Encourage moral values
- Value each child as an individual within the school





We are a Local Authority Maintained school, for children aged 4 - 11 years (Year Reception - Year 6). In October 2020, due to a very successful partnership with a neighbouring school, Deeping St. Nicholas and William Stukeley CE Primary School entered into a formal Federation; both schools now work closely together to strengthen the outcomes of all its children.

Deeping St. Nicholas Primary School is situated on the B1174, in what is reported to be, Europe's longest village. Our three classrooms, the breakfast/after-school clubs (The Ivatt Suite) and the school hall are located on the ground floor, running along the side of the original school building. Administrative offices are housed at the front of building.

We are very fortunate to have a large playing field with a small spinney within the grounds of our school. Here you will find our Forest School which includes a sensory garden, raised beds, a path to the spinney, a mud pit, a fire pit, a den building area, a bird hide, writing areas and climbing equipment. As well as this, we also have a large outdoor shelter, which offers a special place for our children to take their learning outside. There is a climbing wall, a tyre park and a recent addition is our trim trail.





# Pupil/Staff Voice

***Our Pupils say they want someone who is....***

Kind                      Happy                      Caring                      Funny                      Friendly  
Loving                      Cool                      Loyal                      Joins In                      Respectful

.....And someone who likes to sing!!

***Our Staff say they want someone who is....***

Strategic                      Collegiate and Understanding                      Dynamic  
Supportive of individual needs                      Personable  
Realistic Expectations                      Confident with SEND                      Approachable  
Present (on the ground not stuck in an office)



# Federation Governing Body

The Governing Body takes an active role in the strategic management of both school. The Governors are encouraged to work closely with the staff of the schools, for the wellbeing of the pupils. They support the staff, pupils, parents and all those involved in the life of the schools, in striving to provide our schools with a happy, caring atmosphere, with educational excellence. They make regular visits to both school to see the children at work and meet regularly each term to discuss all aspects of the management of the schools, including current legislation and curriculum developments. There are separate committees which deal with the Teaching and Learning and Finance, Staffing and Buildings. The Governors are responsible for the school's budgets, the upkeep of the buildings and contribute to improvements within the schools. They also encourage a good work/life balance for all staff and are mindful of the wellbeing of everyone at both schools.

The Governing Body of the school consists of:

- 1 Head (ex-officio governor)
- 1 Local Authority governor
- 2 Foundation governors
- 2 Parent governors
- 5 Co-opted governors
- 1 Staff governor

***One Governing Body working cohesively with two schools that retain their unique characters.***





# Location

Holbeach is a pretty market town and civil parish in the South Holland District in Lincolnshire. The town has great transport links being 8 miles from Spalding; 17 miles from Boston; 20 miles from King's Lynn; 23 miles from Peterborough; and 43 miles by road from Lincoln. It is on the junction of the A151 and A17 and close to the A1M at Peterborough with good train links to London and the North from Peterborough. It has a rich history dating back to the 12<sup>th</sup> Century and has lots to do and see, with lovely local facilities. The Prime Meridian of the world passes through the west of Holbeach and is marked with a millstone at Wignals Gate.



Deeping St Nicholas is a beautiful village on the A1175 between Market Deeping and Spalding. Reported to be Europe's longest village, with the church of Deeping St Nicholas built in 1846. Also home of St Nicholas House, a superb 18th century Georgian Manor House offering residential, corporate, and wedding functions. The current population of Deeping St Nicholas is 1,973 (2021 census). Deeping St Nicholas is within easy access by road or train, situated only 12 miles from our federated school William Stukeley. We're just 5 miles from Spalding train station which has a direct link to Peterborough within 21 minutes and only 15 miles from Peterborough and just 14 miles from the charming, characteristic and picturesque town of Stamford.





## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area: Schools</b>	<b>Job Ref Number:</b>
<b>Service Area: Stukeley Federation – Holbeach William Stukeley Church of England Primary School &amp; Deeping St Nicholas Primary School</b>	<b>Grade: Group 3 (Pay range L18-L24)</b>
<b>Job Title: Executive Headteacher</b>	
<b>PURPOSE OF JOB:</b>	
<p><b>Duties</b></p> <p>This job description is subject to the general conditions of service for a Executive Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2020). The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the schools.</p> <p><b>Main Purpose</b></p> <p>The Executive Headteacher will provide professional leadership, vision and strategic direction for the schools in order to maintain and develop the school’s Christian ethos which enables pupils and teachers to achieve effective learning. The Executive Headteacher will ensure that the school’s aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.</p>	
<b>MAIN DUTIES:</b>	
<b>1.</b>	<p><b>School culture</b></p> <ul style="list-style-type: none"> <li>• establish and sustain the federations ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community</li> <li>• create a culture where pupils experience a positive and enriching school life</li> <li>• uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life</li> </ul>

	<ul style="list-style-type: none"> <li>• promote positive and respectful relationships across both school communities and a safe, orderly and inclusive environment</li> <li>• ensure a culture of high staff professionalism</li> </ul>
2.	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn</li> <li>• ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains</li> <li>• ensure effective use is made of formative assessment</li> </ul>
3	<p><b>Curriculum and assessment</b></p> <ul style="list-style-type: none"> <li>• ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught</li> <li>• establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities</li> <li>• ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading</li> <li>• ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum</li> </ul>
4	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils</li> <li>• ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy</li> <li>• implement consistent, fair and respectful approaches to managing behaviour</li> <li>• ensure that adults within the school model and teach the behaviour of a good citizen</li> </ul>
5	<p><b>Additional and special educational needs and disabilities</b></p> <ul style="list-style-type: none"> <li>• ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities</li> <li>• establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively</li> <li>• ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate</li> <li>• ensure the school fulfils its statutory duties with regard to the SEND code of practice</li> </ul>
6	<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs</li> </ul>

	<ul style="list-style-type: none"> <li>• prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development</li> <li>• ensure that professional development opportunities draw on expert provision from beyond the federation, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning</li> </ul>
7	<p><b>Organisational management</b></p> <ul style="list-style-type: none"> <li>• ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care</li> <li>• prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds</li> <li>• ensure staff are deployed and managed well with due attention paid to workload</li> <li>• establish and oversee systems, processes and policies that enable the schools to operate effectively and efficiently</li> <li>• ensure rigorous approaches to identifying, managing and mitigating risk</li> </ul>
8	<p><b>Continuous school improvement</b></p> <ul style="list-style-type: none"> <li>• make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement</li> <li>• develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the context of each school</li> <li>• ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time</li> </ul>
9	<p><b>Working in partnership</b></p> <ul style="list-style-type: none"> <li>• forge constructive relationships within and beyond the federation, working in partnership with parents, carers and the local community</li> <li>• commit their federation to work successfully with other schools and organisations in a climate of mutual challenge and support</li> <li>• establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils</li> </ul>
10	<p><b>Governance and accountability</b></p> <ul style="list-style-type: none"> <li>• understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility</li> <li>• establish and sustain professional working relationship with those responsible for governance</li> <li>• ensure that staff know and understand their professional responsibilities and are held to account</li> <li>• ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties</li> </ul>

**PERSON SPECIFICATION**

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience. These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Requirements	Essential	Desirable
Qualified Teacher Status (QTS)	X	
A proven track record of successful senior leadership experience within a primary school	X	
Evidence of proactively pursuing continued professional development and being a lifelong learner	X	
Experience across the whole primary provision including the Foundation Stage	X	
NPQH		X
Experience of working with church schools		X
Current safeguarding training	X	
Enhanced DBS clearance	X	
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	X	
Evidence of actively maintaining a safe environment conducive to learning	X	
Current safer recruitment training		X
Have an excellent understanding of the primary curriculum across all Key Stages including the EYFS	X	
Ability to articulate and implement a clear vision of how to take the Federation forward, building upon existing strengths and taking all members of the school community with them	X	
Lead by example; drawing on their own experience and embracing collaborative partnerships	X	
A commitment to embrace the Federation's distinctive ethos and continue to embed its values.	X	
A person who understands the distinctive nature of a Church School	X	
Effectively and efficiently manage work/life balance for self and staff with the support of the senior leadership team and governors	X	

Ability to continue and further develop the wider curriculum in order to nurture the “whole child”	X	
Ability to provide constructive feedback to staff and children.	X	
Proven experience of pro-actively meeting the needs of pupils with SEND	X	
Evidence of creating a culture which enables the personal, social, spiritual, and emotional development of each child in order to optimise learning potential	X	
A commitment to listen and respond to the voice of the child and the wider school community	X	
Committed to aspirational educational standards for all pupils and staff	X	
Demonstrates the ability to inspire	X	
Evidence of identifying and developing emerging talent and leadership ability	X	
Values mutual support and respect, fostering strong working relationships and continuing to develop our team	X	
Awareness of the latest educational developments and research, ability to apply knowledge and make appropriate decisions based on best interests for the schools.	X	
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability.	X	
A proven track record of building positive relationships with all members of the school community.	X	
A commitment to promote diversity, equality and inclusivity	X	
A commitment to proactively foster parental engagement.	X	
Able to maintain and develop opportunities for partnerships with parents, other schools, local churches and other community groups	X	
Evidence of encouraging the personal and professional development of all staff	X	
Able to build upon our last OfSTED inspection outcomes	X	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	X	
Experience of a SIAMs inspection at leadership level		X
Experience of an OFSTED inspection at leadership level		X
Reflective - able to build on the current strengths of the federation.	X	
Be approachable, accessible and visible	X	

Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the school community.	X		
--	---	--	--

**General** - The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.





# Application Process

If you feel excited about the prospect of leading our schools, then we would be delighted to hear from you.

Visits to both our schools are both welcomed and strongly encouraged. To book a visit please email our Clerk to Governors at [johann.boorman@williamstukeley.lincs.sch.uk](mailto:johann.boorman@williamstukeley.lincs.sch.uk)

Application forms are available via both school websites or are attached as an appendix to this information pack. [www.williamstukeley.lincs.sch.uk](http://www.williamstukeley.lincs.sch.uk) [www.dsnschool.org.uk](http://www.dsnschool.org.uk)

Completed application forms should be submitted via email back to our Clerk as above.

*Our schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DSB check with barred information and satisfactory references.*

<b>Closing Date for Applications:</b>	<b>12<sup>th</sup> June 2023 at 12pm</b>
<b>Short-listing Date:</b>	<b>19<sup>th</sup> June 2023</b>
<b>Interview Date:</b>	<b>6th July All Day &amp; 7th July AM Only (You will be required for both days!)</b>



## Privacy Statement Recruitment

### About us

William Stukeley CE Primary School is the "Controller" of the personal data provided to it. This means the school is responsible for deciding how it holds and uses personal data about you in connection with the recruitment process.

This notice will explain how and why we use the information we gather about you when you apply to work with us.

### Why do we collect your personal data?

It is necessary for us to collect and use personal data about you in order to assess your eligibility to work with us. We will only use your personal data where the law allows us to and we will not collect any personal data that is not required. More specifically, but not limited to, we may process your personal data in order to:

- Assess your skills, qualifications and suitability for a role within the school;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Maintain records relating to the recruitment process;
- Comply with legal or regulatory requirements e.g. safer recruitment.

As far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

We only collect and use personal data where there is a lawful basis. For successful applicants that lawful basis is entering into and the performance of an employment contract. We also have a legal obligation to ensure that staff are suitable for their role, which includes the vetting process. For unsuccessful applicants, we shall retain your data under our official authority (public task).

### What personal data do we collect?

We will collect the personal data about you in order to facilitate the recruitment process. The personal data we collect may include:

- Personal contact details such as name, address, telephone number and email address;
- Date of Birth;
- National Insurance Number;
- Employment history;
- Qualifications and other academic achievements;
- Contact information for the provision of references;
- Identification documents;
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

We typically collect personal data in the following ways:

- Provided to us directly by you, such as through an application form, CV and/or at interview;
- Provided by your named referees;
- Provided by third parties.

In accordance with the school's safer recruitment obligations, the school will collect personal information about you from third parties. This will include obtaining references from your previous employer and from third parties such as the Disclosure and Barring Service (DBS) to ensure the relevant safeguarding checks are completed.

### **Who do we share your personal data with?**

We will only share information when it is necessary to do so and in accordance with the law. Internally, access to personal data is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Internally within the school;
- Disclosure and Barring Service;
- Previous employers or individuals identified as capable of giving a reference;
- Professional advisors and consultants involved in the recruitment exercise;
- Local authority;
- Department for Education (DfE).

### **How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary in connection with the recruitment process, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Details of unsuccessful applicants will be held for 6 months from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the school to process their personal data.

Retention periods are defined within the school's retention guidelines which are available on request.

### **How do we keep your data safe?**

Your data is held securely and in accordance with the school's information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled internally within the school.

Data protection training is undertaken by all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards.

### **Your rights**

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of your data and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

### **Further Information**

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact the headteacher in the first instance.

William Stukeley C of E Primary School  
Spalding Road  
Holbeach  
PE12 7HG

Mr Iain Braid  
Iain.Braid@williamstukeley.lincs.sch.uk

01406 422102

You can access further information about your rights and the schools data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk)