



Recruitment Pack

Role: Payroll and Pensions Officer

Full time, 37 hours per week

All year round

Closing date: Wednesday 30 October 2024 at 11.59pm

TRANSFORM TRUST
'Together we Achieve'





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Message from Rebecca Meredith CEO

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website <https://www.transformtrust.co.uk/> or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equity and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration "Together we Achieve".

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust



2. Transform Trust

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice

We currently have over 7,000 children in 24 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1200 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus

School	LA	Date joined Transform	Current Ofsted grading
Abbey Hill Primary	Nottinghamshire	1 April 2024	Good (April 2023)
Allenton Community Primary	Derby	1 January 2015	Good (April 2023)
Ashbrook Junior	Derbyshire	1 September 2020	Good (June 2023)
Breadsall Hill Top Primary	Derby	1 July 2017	Good (October 2021)
Brierley Forest Primary	Nottinghamshire	1 October 2022	Inadequate (November 2021)
Brocklewood Primary	Nottingham	1 January 2015	Good (March 2023)
Bulwell St Mary's C of E Primary	Nottingham	1 August 2016	Good (March 2019)
Burford Primary	Nottingham	1 August 2016	Good (May 2019)
Edale Rise Primary	Nottingham	1 April 2014	Good (June 2023)
Highbank Primary	Nottingham	1 October 2013	Good (Feb 2023)
Lawn Primary	Derby	1 December 2019	Outstanding (June 2024)
King Edward Primary	Nottinghamshire	1 June 2024	Good (July 2023)
Parkdale Primary	Nottinghamshire	1 July 2018	Good (November 2022)
Pear Tree Community Junior	Derby	1 July 2017	Good (November 2021)
Ravensdale Junior	Derby	1 September 2019	Good (September 2023)
Robert Shaw Primary	Nottingham	1 June 2017	Good (September 2021)
Rosslyn Park Primary	Nottingham	1 January 2015	Good (October 2023)
Sneinton St Stephen's C of E Primary	Nottingham	1 January 2013	Outstanding (January 2024)
South Wilford Endowed C of E Primary	Nottingham	1 January 2018	Good (December 2022)
Sutton Road Primary	Nottinghamshire	1 August 2024	Good (March 2019)
Whitegate Primary	Nottingham	1 July 2017	Good (September 2021)
William Booth Primary	Nottingham	1 June 2017	Good (October 2021)
Woodland View Primary	Nottinghamshire	1 May 2023	Requires Improvement (April 2019)
Zaytouna Primary	Derby	1 September 2018	Good (September 2023)

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and mentoring for our Headteachers to bespoke CPD for teaching





and support staff. This is through Transform's unique and highly regarded CPD offer Transform Applied www.transformapplied.co.uk.

In 2021 the Teaching School model was changed nationally so although no longer a Teaching School we now work closely with Flying High Teaching School Hub. We are also strategic partners in East Midlands Maths Hub and Derby Research School. Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, we have a team of Governance, Safeguarding, Programme / Project, Finance and Human Resources specialists who ensure all the functions of the Trust operate effectively and efficiently. Each service area has an Executive Lead responsible for setting the strategy for improvement and development.

Our Purpose

To be an innovative and inclusive Trust working for all children.

Our Vision

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

Our Values

Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect,
Kindness,
Equity,
Creativity
Key facts:

- We host a Children's Parliament, Children's Celebration, Sports and Arts festivals and work together to support children and families with SEND – we care passionately about the whole child.
- Our unique Trust Guardians group provides school support, guidance and challenge to ensure children are kept safe, attend, have equal access and their welfare promoted.
- We employ over 1100 staff and enjoy a high staff satisfaction rate. We recognise that our school leaders and teams are our most important resource and we value their work, passion and commitment. We recognise the importance of staff welfare and a managed workload, and the place that wellbeing plays in the recruitment and retention of staff.
- We don't operate performance related pay for Main Pay Scale teachers- you will increment each September up to Main pay point 6 unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle



and have not been addressed through support provided by the school by the conclusion of that process. Thereafter you must apply to move through threshold.

- Support staff increment each April up to the maximum point for their grade
- We undertake an annual staff survey plus termly shorter surveys to gather your views and make changes to help shape our Trust.
- We encourage staff to undertake training and development, and where appropriate, to explore new challenges within their own school or through opportunities for secondments or promotions to other schools within the Trust. Professional development is key to our success. We work closely with Flying High Teaching School Hub and other strategic partners to produce bespoke CPD.
- We encourage the sharing of good practice between schools and have set up Professional Learning Communities (network groups) and partnerships to support this. We have a well-developed secondment policy and system across the Trust that allows opportunities for people to develop their potential in a different role.
- Running through our core principles is the FED style of leadership (Future, Engage Deliver) and we work closely with the founder, Steve Radcliffe to deliver this.
- Prior to Covid we held a whole Trust Inset day each October where we come together to “learn together”
- We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- We offer staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts, discounted gym/leisure membership at some local authority run leisure centres, free eye tests for those who use VDU equipment; we offered ‘flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
- We have a highly-skilled team that offer Trust schools tailored teaching and learning and leadership support. The team work directly with schools and facilitate collaborative planning and Continuing Professional Development (CPD) across the Trust through our high regarded CPD service www.transformapplied.co.uk.
- Our dedicated Trust Associates deliver a comprehensive annual calendar of over 40 high quality CPD programmes meeting the needs of our staff. These include coaching, reading specialist, TA workshops, mastery maths, early years leadership, curriculum development, NQTs and digital teach-meets.
- We have Lead Associates driving key strategic areas such as Equality, Diversity and Inclusion, Talent, Wellbeing and Early Career Teaching as well as a Lead Associate driving the development of Transform Applied.
- Access to apprenticeship levy funded training to enhance our CPD offering.
- Transform has trained over 100 new teachers through our School Direct partnership with the University of Nottingham. In 2019 we established School Direct Derby in partnership with the University of Derby.
- We also run ECT Programmes to nurture and develop our early career teachers working in partnership with Flying High Teaching School Hub.
- In 2017 we launched our Transform Enrichment Diploma (TED) which provides an age-related framework for enrichment to access a range of activities to develop skills, talents and character for all our pupils.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website <https://www.transformtrust.co.uk/policies/>





3. About the Role

Unit 11, Castlebridge Office
Village, Kirtley Drive, Nottingham
| NG7 1LD

Transform Trust Payroll and Pensions Officer – 2 posts available

Full time, 37 hours per week

All Year Round with holiday entitlement minimum 26 days plus bank holidays

Salary: Rank 5 points 1-6. £36,535 to £40,338 FTE per annum,

An exciting opportunity has arisen for a driven, personable and experienced Payroll and Pensions Officers. You will be responsible for providing an effective and efficient payroll and pension administration service within the Trust's Finance Team. This is a role which is key to supporting an effective operational and transactional Payroll function for the Trust. There are two posts available.

You will be the first point of contact for employees, School Operations / Business Managers and Headteachers for payroll related queries.

Attention to detail is key as the role will involve processing payroll and pension documents in accordance with payroll legislation, the various pension Scheme's rules, administrative guidelines and regulatory requirements.

We are looking for an individual who is solution-focussed, dynamic with the ability to provide the best possible payroll and pension service for our employees. Using your initiative, you will respond positively to new situations and demonstrate a resilient mind set in a changing environment.

Acting as first point of contact to our schools for staff payroll and pension queries, means you will need an excellent working knowledge of payroll and pension scheme administration along with the ability to communicate clearly and effectively with staff.

The role is fast paced so flexibility and a willingness to learn new things is a must. Flexible working is a feature of this role, including option to work partially from home.

Our ideal candidate will have:

- Have experience of working within a Payroll and Pensions role ideally in an education setting.
- Good level of understanding of payroll processes.
- Have an understanding of local government / Teacher pension regulations
- Be an excellent team player with a strong focus on working together to achieve results.
- Effective communication skills, in order to deal tactfully and sensitively with people at all levels.
- Excellent face-to-face, telephone, and written communication skills
- Comfortable with working in an environment of change, with a flexible approach to new challenges
- Have a real passion for working within an education environment

If you would like an informal discussion with one of the team regarding the role, please email:

Richard Marshall on Richard.marshall@transformtrust.co.uk

and Steve Cox on steve.cox@transformtrust.co.uk



How to apply

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality. We are a Disability Confident Committed Employer and as such anyone who is registered disabled and meets the essential person specification criteria will be shortlisted for interview.

Please complete the online application form which you will find on the Transform Trust website <http://www.transformtrust.co.uk/vacancies>. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for.

Please note for this post shortlisting will take place as each application is received. This may mean the post is secured before the end of the closing date.

Closing Date for applications is Wednesday 30 October 2024 at 11.59pm

Transform Trust is a Multi Academy Trust with over 8000 children in 24 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus. We believe education has the power to transform lives and communities. Our purpose is to be an innovative and inclusive Trust working for all children.

We are an employer that encourages flexible working and promotes wellbeing through workload considerations.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children



4. Job description and person specification

Job Description

Transform Trust Central Team
Post Title: Payroll and Pensions Officer
Grade/Pay Range: Rank 5 points 1-6 £36,535-£40,338 FTE
Hours/weeks: 37 hours per week all year round
Reporting to: Director of Finance
Department/Team: Trust Finance team

Overall Purpose of Post

To lead the payroll and pensions function within the Central finance team to provide an effective operational and transactional Payroll and Pension function for the Trust. Manage the effective operation of all payroll functions and be accountable for ensuring that all relevant payroll deadlines are met and payrolls are accurate, authorised and processed.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Trust year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- To ensure payroll inputs are processed accurately to eliminate overpayments whilst remaining compliant with Trust processes and procedures by resolving or escalating any queries promptly and efficiently.
- Take a lead role in ensuring the collection of pay related information ready for input to the monthly payroll ensuring that the deadlines agreed in the Service Level Agreement.
- Ownership of the payroll process including relationship with third party providers
- Responsible for payroll deadlines and monthly payroll – starters, leavers, SSP, SMP etc.
- Administer any salary sacrifice schemes that are in operation across the Trust, ensuring that they are compliant with HMRC regulations and that the correct deductions are processed through the payroll.
- First point of contact for School Office Managers and Headteachers in relation to payroll and pension queries.
- Co-ordinate with the schools to help in the resolution of queries



- Work with the HR team to ensure accurate pay for long term sickness absences ensuring employees move to half or nil pay where appropriate
- Ensure support staff returning from maternity leave have paid holiday pay for the period where appropriate
- Manual calculations of pay adjustments, including calculation of outstanding holiday pay due or to be collected for leavers
- Ensuring the payroll provider is advised of changes in Pay Scales, allowance values, Pension deduction rates ee's and er's, NI rates ee's and er's and tax thresholds
- Provide training to School Operations Managers/ School Business Managers including new starters in relation to payroll processes and systems.
- Work with the HR team to ensure that schools have updated the HR and Payroll system ensuring all changes to contracts, hours, new starters and leavers are input.
- Support with necessary payroll audits in order to measure service and compliance standards
- Support with the payroll and pension on-boarding process for new schools joining.
- Investigate and resolve any queries raised by the pension administrators in a thorough and timely manner.
- Obtain pension estimates and valuations for staff planning their retirement and ensure retirement forms are completed in a timely manner.
- Complete pension forms and maintenance of pension records as and when required by Teachers Pensions and the Local Government Pension Scheme.
- Provide guidance to schools in relation to pension processes
- Ensure the Trust complies with automatic enrolment legislation by ensuring every member of staff is enrolled into the appropriate pension schemes every three years.
- Responsible for data collection for the annual audit and other statutory reports such as the ONS surveys.
- Collate and provide the required payroll documentation in relation the internal and external audit
- Support with the pension year end for both schemes as required
- Liaising with the Auditors on the Teachers Pensions end of year audit to follow up on any queries.
- The collation and reporting pay data, employee and employer contributions of the FRS102 report on an annual basis.
- Producing pay statements for all staff annually
- Ensure that confidentiality and data protection is not breached

General

- Work in a professional manner, with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Contribute to the overall aims and ethos of Transform Trust.
- Establish constructive relationships with colleagues, schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust. The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable



the post holder to undertake the new / varied work. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date



Person Specification

Areas of responsibility	Requirements	
	Essential	Desirable
Education and Qualifications	<p>Good standard of education; minimum GCSE or equivalent in Maths and English</p> <p>High level of IT skills including Microsoft Office and Excel</p>	<p>Educated to A Level or degree standard</p> <p>Payroll or pensions qualification</p> <p>CIPP Payroll Technicians Certificate Level 3</p> <p>CIPP Certificate in Pensions Administration – Level 3</p>
Knowledge and Experience	<p>Experience of using a computerised Payroll system</p> <p>Excellent working knowledge and experience of payroll and pension administration processes</p> <p>Good general administration experience.</p> <p>Working in a busy environment with tasks that require a short turnaround.</p> <p>Payroll and pensions management and awareness of associated legislative compliance, audit requirements, etc</p>	<p>Experience of working for a MAT / with numerous stakeholders across different sites.</p> <p>Experience of LGPS and TP Schemes, particularly employer administration responsibilities</p> <p>Understanding of terms and conditions of employment for teaching and non-teaching staff in schools / academies.</p> <p>Experience of working in schools or similar education environment</p>
Skills/Abilities	<p>Ability to work with limited supervision, to make decisions and work on own initiative.</p> <p>Proven numerical/mathematical ability strong problem solving and decision-making skills</p> <p>Ability to demonstrate strong IT skills, with an ability to set up databases using Microsoft Office applications.</p> <p>Effective communication skills, in order to deal tactfully and sensitively with people at all levels.</p> <p>Good organisational and interpersonal skills. Ability to work effectively as part of a team.</p>	



	<p>Ability to operate within tight deadlines and manage a number of work activities at any one time.</p> <p>Process driven</p> <p>Strong written and verbal communication skills</p>	
Personal Attributes	<p>Willingness to work under pressure whilst maintaining a professional attitude.</p> <p>Ability to deal with sensitive and confidential matters as necessary.</p> <p>Positive “can do” attitude</p> <p>Ability to meet the needs of a fast-growing MAT</p>	
Committed to	<p>Contribution to the overall aims and ethos of Transform Trust</p> <p>Personal CPD and training</p> <p>Safeguarding and promoting the welfare of children</p> <p>Maintaining up to date knowledge in line with national changes and legislation as appropriate to the role.</p>	

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks



5. How to Apply and Key Information

Equality and diversity matters to us. If you think you'd be suited to this role we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Please complete the online application form which you will find on the Transform Trust website <http://www.transformtrust.co.uk/vacancies>. Your personal statement should outline how your skills and experience meet the essential criteria of the role.

Any questions or queries regarding the role should be directed to Sue Richmond by email: sue.richmond@transformtrust.co.uk

Closing date for applications: 9 am Monday 12 September 2022. Interviews will be week commencing 5 September 2022.

Equalities

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

- A long term physical or mental impairment (lasting or likely to last for 12 months or more); and
- A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

Flexible Working

We are committed as a Trust to supporting all employee's whether long standing, or new to Trust maintain a healthy and rewarding work / life balance. We have a Flexible Working policy that outlines our commitment and in addition, we are considering implementing the "Flex from 1" approach which is to allow an employee to request flexible working from their first day of employment.

Right to work in the UK

You must have the right to work in the UK to apply for any of our roles.

Qualifications

For certain roles such as Teachers you will need to hold the required qualifications to be considered. Please refer to the person specification for details of the qualifications required for this role.



Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children

All new Trust employees will be required to complete an enhanced DBS with children's barred list check which must be in place before they can start in the role.

The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so "protected". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/organisations/ministry-of-justice>.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in.

The Schools policies including Child Protection and Safeguarding are available on their website.

References

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

- Your first referee **must** be your current employer (or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
- If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
- We do not accept open references ie "to whom it may concern"
- We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.
- Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).

References will be called for before interview in line with our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted



your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

Completion of the Application Form

All roles are advertised on the Transform Trust website which links through to HireRoad (previously known as Vacancy Filler) which is an online application portal.

<http://www.transformtrust.co.uk/vacancies>

Please complete the application form before the closing date which will be detailed in the about the role section above

Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The vacancy filler system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential, and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the "about the role" section above. Any technical queries relating to the HireRoad system will be supported by a member of the support team, please contact the team by calling 01509 236434.

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance and completion of safeguarding children in education training



6. The Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. You will also be asked to complete a self-declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. In addition to 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:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The HireRoad system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don't you register for job alerts on our vacancies page <http://www.transformtrust.co.uk/vacancies>. This will ensure that you receive email alerts as soon as roles are advertised that fit your selected criteria.



7. Transform Trust Recruitment Privacy Notice

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
- Details of your referees;
- Whether you are related to any member of our workforce; and
- Details of any support or assistance you may need to assist you at the interview because of a disability.

Under GDPR the lawful bases we rely on for processing the above information is under Article 6(a), (b), (c) and (e) and for special data under Article 9 (a), (b) and (f).

Following shortlisting stage, and prior to making a final decision

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- Confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- Information regarding your criminal record (which should only be given under confidential cover);*
- Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;*



- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- Medical check to indicate fitness to work;*
- A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);*
- If you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers' Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;*
- If you have lived abroad in the last 10 years we will require sight of an original overseas check (such as a police clearance or certificate of good conduct) from all countries you have lived in;*and
- Equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

- To assess your suitability for the role you are applying for;
- To follow protocols before engaging in a contract with you;
- To check that you are eligible to work in the United Kingdom and/or that you are not prohibited from teaching; and
- So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

How long will we hold information in relation to your application?



We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered. For further detail please see our Data Protection and Access to Personnel Records Policies.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Jill Wilkinson, Transform Trust Data Protection Officer if employed centrally by the Trust: dataprotection@transformtrust.co.uk; or, if employed in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data;
- Have inaccurate or incomplete personal data about them rectified;
- Restrict processing of their personal data;
- Object to the making of decisions about them taken by automated means;
- Have your data transferred to another organisation; and
- Make a complaint for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, then they should contact Jill Wilkinson on the contact details above. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

Covid-19

As a response to the Covid-19 pandemic, some aspects of the recruitment process have had to become virtually managed. As a result, data may be reviewed and sent electronically rather than in person and in paper format. Identification may need to be verified virtually and via email instead of being confirmed in person. We will ensure any sharing of data electronically is encrypted and protected.



The same data will be required as before the pandemic however, this is only done to verify identify and to ensure safer recruitment and safeguarding requirements are met. We will always follow statutory guidance. In addition, retention of documentation even when sent electronically, will be subject to the same timescales and scrutiny as previously.

Interviews when conducted virtually will never be recorded.

Contact

If you would like to discuss anything in this privacy notice, please contact Jill Wilkinson, or Rachel Hannon (HR Director for Transform Trust; rachel.hannon@transformtrust.co.uk).



8. Terms and Conditions

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee's.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Salary	Rank 5 on Transform Trust Central team pay range: points 1-6 £34,630-£38,235 per annum
Place of work	Transform Trust Head Office Unit 11 Castlebridge Office Village, Nottingham NG7 1LD
Hours	37 hours per week
Annual leave	minimum 26 days plus bank holidays
Pension	Nottinghamshire LGPS
Employee Benefits:	Employee Discount scheme (Vivup and Health Assured) Flu Jabs Salary Sacrifice Schemes eg cycle to work Discounted Leisure club membership for some Local Authority Leisure Centres

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with childrens barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.