



Southwark Park Primary School

Headteacher: Mr Carl Vernalls

Deputy Headteacher: Mr Andrew Sinko

Position: School Business Manager

Reports to: Headteacher/Deputy Headteacher

Contract: Full time; flexible working will be considered for the right candidate.
All year round/term time plus to be agreed

Salary: NJC Local Government scale 10 £44,430 - £51,663

Start Date: September 2025 or earliest possible date

Southwark Park School is a fully inclusive two-form entry primary school in Bermondsey, South East London. Our latest Ofsted rating is *Good* with a grading of *Outstanding* in Personal Development. We believe very strongly that when children leave our school they should be confident, kind and tolerant individuals who have achieved their full potential academically and retain a love of and excitement in learning. We can offer prospective employees the chance to work in a hugely supportive and happy environment with friendly staff and amazing children.

We are now looking for an experienced and highly skilled School Business Manager to join our Senior Leadership Team. This is a key appointment; the successful candidate will work closely with the Headteacher and Governing Body to ensure the continued success of the school. We are looking for candidates who:

- Operate with the highest levels of integrity, accountability and professional standards
- Place educational outcomes for children at the heart of their practice
- Have a high level of strategic business experience, ideally in the education sector
- Can lead, inspire and motivate a small and well established support staff team
- Have the financial acumen and budget management skills to successfully oversee the school's finances. The successful candidate will either hold a financial qualification or be qualified by experience
- Have solid experience in other core business areas such as human resources, buildings management, health and safety and contract management
- Can collaborate with all key stakeholders (staff, governors, parents, outside agencies and the Local Authority) with warmth, diplomacy and discretion.
- For the successful candidate we can offer:
- A supportive and collaborative working environment within the Senior Leadership Team



383 Southwark Park Road, SE16 2JH, London

020 7394 4000

office@southwarkpark.southwark.sch.uk

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- A level of autonomy in the role, with the capacity to introduce new initiatives and ideas
- The chance to take over a stable school budget in a well-resourced setting
- A committed and friendly staff team in a happy and successful school
- Excellent CPD opportunities to suit the successful candidate.

Visits to the school prior to the application deadline are actively encouraged. To arrange a visit please email the school office at: office@southwarkpark.southwark.sch.uk or call 020 73944000.

To apply, please request an application pack, including the full job description from the School Office.

Application Deadline: Thursday 28th August 2025

Interview Date: Week beginning 1st September 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.



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Direct Line Management Responsibilities

- An admin team of 3 Admin Officers & 1 Finance Officer
- Premises Manager & Assistant

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in his or her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school operations, to enhance effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of integrity and business ethics within the administrative function of the school, strategically ensuring the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for:
 - Financial Resource Management
 - Administration Management
 - Management Information and ICT
 - Human Resource Management
 - Facility and Property Management including all aspects of procurement
 - Health and Safety Management
 - Management of external providers of services to the school including providers of wraparound care and enrichment clubs, catering, cleaning and payroll



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General Duties

Leadership and Strategy

1. Attend Senior Leadership Team meetings and appropriate governors' sub-committee meetings. Attend meetings of the full Governing Body.
2. In conjunction with the Chairs of Committees and Headteacher, prepare agendas for sub committees.
3. In conjunction with the Chair of Governors, Headteacher and Clerk to Governing Body, advise on agenda for Full Governing Body Meetings.
4. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
5. Organise, update and communicate all school policies for approval by the Full Governing Body and Committees as required.
6. In the absence of the Headteacher, take delegated responsibility for finance and other decisions.
7. Plan and manage change in accordance with the School Improvement Plan.
8. Lead and manage all school office and premises staff.

Financial Resource Management

1. Consult with the Headteacher and Governors to prepare a prudent and balanced budget.
2. Submit the proposed budget for agreement to the Headteacher and Governors for approval and assist with the overall financial planning process.
3. Use the agreed budget to effectively monitor and control performance to achieve value for money.
4. Identify and inform the Headteacher and Governors of the causes of significant variance of the budget and take prompt corrective action.
5. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
6. Prepare monthly accounts and present them to Governors and the Headteacher
7. Provide ongoing budgetary information to relevant staff such as Budget Holders.
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.
10. Identify additional finance required to fund the school's proposed activities, presenting costed proposals and bids for grants as appropriate.
11. Maximise income through lettings and other activities.
12. Put formal finance agreements in place with suitable contract providers, in agreement with the Headteacher, gaining authorisations based on the Scheme of Delegation.
13. Procure, set up and monitor all school contracts and service level agreements for value for money and effectiveness.



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Administration Management

1. Manage the whole school administrative function, leading and inspiring administrative support staff.
2. Design and maintain administrative systems that deliver excellent service levels to all stakeholders, establishing methods for review of effectiveness.
3. Working with the administrative team, ensure all data returns are completed and submitted in an accurate and timely manner to the Local Authority.
4. Working with the administrative team, ensure day to day admission, financial and HR procedures are followed efficiently, ensuring segregation of duties.
5. Working with the administrative team, ensure the safe and effective management of all day to day enrichment activities.
6. Ensure school communications and marketing activities are managed professionally and to a high standard.

Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Advise the Senior Leadership Team in ensuring the school is appropriately insured.

Management Information Systems and ICT

1. Develop and implement all plans for introducing new technology or improving existing technology throughout the school.
2. Ensure that the school has a strategy for using technology aligned to the overall vision for the school, ensuring value for money.
3. Establish systems to monitor and report on the performance of technology within the school.
4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
5. Ensure contingency plans are in place in the case of technology failure.
6. Ensure data is managed safely and securely in line with GDPR law. Have oversight of the school's contract for data protection management.



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Human Resource Management

1. Manage the payroll services for all school staff including the management of pensions schemes (Teachers' Pensions and Local Government Pension Scheme) and associated services.
2. Ensure the communication of all HR policies to school staff. Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Manage recruitment, performance management, appraisal and development for all administrative and premises support staff.
5. Seek and make use of the school's HR advisors in relation to HR issues.
6. Support the Headteacher in the management of absence management, disciplinary, grievance and restructuring issues.

Health and Safety

1. Act as the school's Health and Safety Coordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests, with the support of the Premises Manager.
3. Ensure the school's written Health and Safety Policy statement is clearly communicated and available to all staff.
4. Ensure the Health and Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation and training with staff on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school.
9. Oversee statutory obligations are being met for pupils with Special Educational Needs, ensuring that services are adequate for their diverse needs.



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Person Specification

Knowledge and qualifications	<ol style="list-style-type: none"> 1. A sound understanding of funding arrangements for community primary schools. 2. Working knowledge of how the principles of Best Value within a publicly accountable organisation need to be applied. 3. A relevant professional qualification or degree level academic achievement (ideally finance / business related). 4. Knowledge of safeguarding as it applies to schools and safer recruitment practices. 	All Essential	Application Form
Experience	<ol style="list-style-type: none"> 1. Experience in writing / producing reports to a high standard, and advising the Headteacher and Governors on the findings of projects / reviews. 2. Demonstrable experience in personnel management. 3. Experience of understanding financial information, managing budgets effectively and ensuring financial propriety based on School procedures. 4. Experience of buildings / health and safety related projects, and the use of risk assessments in schools. 5. Experience of project management, planning and monitoring of work, including holding 3rd parties to account for service levels. 6. Evidence of success in building and forming working relationships with all stakeholders including parents, staff, governors and 3rd party staff. 	All Essential	Application Form



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Person Specification

Aptitudes, skills and competencies	<ol style="list-style-type: none"> 1. The ability to develop and manage a variety of administrative systems. 2. Analytical skills; able to analyse data and information and use it to monitor activities and promote solutions. 3. Ability to manage and support staff with their professional development. 4. Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. 5. Excellent literacy and ICT skills; confident and adept in use of Microsoft applications e.g. Word, Excel. 6. Shows drive, enthusiasm and commitment in the achievement of business objectives. 7. An understanding of Teachers' and Local Government pay and terms of conditions. 8. Competency in using school-based software. 	<p>1,2,3,4,5,6 Essential</p> <p>7,8 Desirable</p>	<p>Test and interview</p>
Special conditions	<ol style="list-style-type: none"> 1. Motivated to work with children & young people. 2. Ability to form & monitor appropriate relationships & personal boundaries with children & young people. 3. Emotional resilience in working with challenging behaviours. 4. Appropriate attitudes to use of authority & maintaining discipline. 5. The postholder may be required to work outside of normal school hours on occasion, with due notice, such as for Governing Body meetings. 6. Working knowledge of equal opportunities and managing diversity to promote anti-discrimination. 7. An understanding of the principles of Keeping Children Safe in Education, and a commitment to ensuring the health, safety and wellbeing of all children. 	<p>All Essential</p>	<p>Interview</p>

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School profile

At Southwark Park School we value our staff. We are looking to employ energetic, visionary and enthusiastic people who will contribute to the ongoing success and development of the school.

Our staff are sociable, supportive and encouraging and we are committed to providing professional development opportunities for all, in line with our school improvement plan.

Southwark Park School is a two form entry nursery and primary school. We have recently returned to our newly refurbished and extended site opposite the park and close to public transport links. We are proud of our school which has large classrooms, new IT equipment throughout the building, an ICT suite and a Multi-Media room and our children love the purpose built equipment in the playground.

We take advantage of the many places of interest and relevance to our learning that are located in our area or central London. We keen on sports and the arts with a large variety of sports clubs running across the year (Running, dance, football, athletics etc), a music and a multi-media club. Our last OFSTED (March 2014) was Good.

The Senior Leadership team at the school consists of the Headteacher, Deputy Headteacher and two Assistant Headteachers all of whom are non-class based. Between them they cover the SENCO role, coaching leadership, performance management across the school and have an overview of all other activities.

If you are interested in joining Southwark Park School take a look at the careers section of our website <http://www.southwarkparkschool.co.uk/our-school/careers/>.

Visits to the school are welcome, please contact our Bursar to make an appointment.

At SPPS we have a friendly, caring atmosphere, with funny, friendly children and happy, respectful adults. We have fun and excitement at school with special days like skipping days, dressing up days, and more. If you're ready to be active and like having fun you will love our school. We have smart teachers that smile and care about us and about our education. Do you let children be joyful and have fun working together? Can you be strict when you need to? Are you fair and kind? If you are, then you would be very happy at SPPS. We have great clubs, fantastic music, lovely rewards...

School Council, Southwark Park Primary School

Awards

- Healthy Schools
- Achievement for All Partner School 2013-2015
- London PE and School Sports Network member 2013-2018
- Eco Schools
- STARS Bronze level accreditation 2014
- Professional Development Quality Mark Silver Award



Candidate Information Sheet for posts within Southwark Schools

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Education. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. A copy of the Privacy Notice for job candidates can be found on the school website.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment with us and to provide you with information about the School or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the School that you agree to the processing of sensitive personal data, (as described above), in accordance with the School's registration with the Data Protection Commissioner.

GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

JOB DESCRIPTION

This tells you the main responsibilities of the job for which you are applying.



PERSON SPECIFICATION

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'

APPLICATION FORM

If you want to apply for more than one job, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to complete the sections on 'employment' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

EQUAL OPPORTUNITIES

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the shortlisting panel.

We will use this information to make sure we are acting fairly when we employ people.



IF YOU HAVE A DISABILITY

The Disability Discrimination Act defines 'disability' as follows:

'... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'

If you need help in filling in the application form or need information in a different format (for example in Braille or on tape) please let us know.

We will offer you an interview as long as you meet the essential requirements of the job and we are also happy to meet any special requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

REFERENCES

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisted prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

CONDITIONS OF JOB OFFER

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- I. The receipt of two satisfactory references (see above)
- II. Receipt of a satisfactory medical report from the Council's Occupational Health physician of your fitness to undertake the duties of the post
- III. Evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification)
- IV. Enhanced Criminal Records disclosure checks
- V. Evidence that you can be legally employed in this country (i.e. sight of passport and/or visas or work permits).



- VI. A check for teachers that you are registered with the General Teaching Council (GTC).

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to complete an enhanced CRB check application form.

REHABILITATION OF OFFENDERS ACT 1974

The work for which you are applying for involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

EMPLOYMENT OF PEOPLE WITH CONVICTIONS

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

CONFIDENTIALITY

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Head teacher and a representative from the LEA Human resources department.





Privacy Notice for Job Applicants

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects this Information

Southwark Park Primary School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store, and use the following categories of personal information about you up to the shortlisting stage of the recruitment process:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;

- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time, and attendance from references provided by you.

How We Collect this Information

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Our Local Authority to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be

anonymised, but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be found on the school website.

Security

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used, or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our Information Security Policy.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on the school website.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law, you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.

- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the School Business Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	72 Cannon Street, London, EC4N 6AE
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk
Lead Contact:	Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.