



RECRUITMENT PACK
For PA to Headteacher at
King James Academy Royston

Welcome to The Diamond Learning Partnership Trust, a charitable multi-academy trust.

We work hard to achieve the highest level of support, teaching and resources in an outstanding environment and are extremely proud of the success of our pupils and staff. This success is underpinned by the support of parents and carers who work together with the Trust and their children to help achieve the highest possible standards.

The aim of The Diamond Learning Partnership Trust (TDLPT) is to create schools where every child achieves the highest possible standards through a relentless focus on high quality teaching and learning.

We are focused on transforming children's lives and therefore life chances through a clear focus on unlocking every child's abilities. Our primary objective is to provide the perfect balance between an excellent education, uncompromising pastoral care and the nurtured development of every individual child's qualities.

Ensuring all children make good or better progress in reading, writing and numeracy is one of our core purposes. All staff consistently and energetically use the most effective methods for teaching these basic skills with high quality training from leading experts in literacy and numeracy teaching, equipping them to do so.

Underpinning this is:

- outstanding day-to-day teaching, assessment and marking of children's work
- first-rate systems for tracking, identifying and celebrating children's progress
- an exciting, relevant and inspiring curriculum that meets the needs of all children
- excellent support for every child, so that all children achieve highly, regardless of their background
- outstanding, determined, resolute leadership where high expectations are communicated to all
- strong governance where governors and senior leaders set a clear direction and provide strong leadership.



We are currently made up of fifteen schools, but are continuously developing and growing.



Gorefield Primary Academy



King James Academy Royston



Middlefield Primary Academy



Roman Way Academy



Kimbolton Primary Academy



Thomas Eaton Primary Academy



Great Staughton Primary Academy



The Round House Primary Academy



Winhills Primary Academy



Glebelands Primary Academy



Murrow Primary Academy



Leverington Primary Academy



Wintringham Primary Academy



Braybrook Primary Academy



Burrowmoor Primary Academy

Message from Susannah Connell (CEO)



Thank you for considering a role at one of our schools.

If you have any questions about the role advertised please do not hesitate in contacting a member of our HR team – their details are on the following pages.

I am thrilled to be the founding CEO of The Diamond Learning Partnership Trust and have over 20 years of primary education experience. I began my career as a classroom teacher, working with children of all ages, and have also used my expertise to train and support teaching staff at other schools together with working with undergraduate students in local universities.

Since becoming a Headteacher in 2006, I was brought into a failing school by the Local Authority, and have since developed a bold curriculum at Middlefield which has been highly praised as “beyond outstanding” by inspectors. During early 2012, Middlefield took on the direct support of Winhills Primary School and was again praised for the positive impact and strong leadership in an Ofsted inspection two months later.

The Diamond Learning Partnership Trust was then formed in the Summer of 2012 with Middlefield and Winhills Primary Academies as the founding schools.

I am a National Leader of Education and Ofsted Inspector, as well a representative on the Cambridgeshire Primary Heads Association, a member of the Cambridgeshire School Improvement Board, and represent primary academies as the Chair of the Cambridge Primary Academies Forum.

As a National Leader of Education, I support schools and Trusts in developing a self-improving, school-led system which ultimately leads to equality of access to a greater education for all children.

However, first and foremost, I am a teacher. I still hold the beliefs that I had when I chose to enter the profession and every decision I make focuses on the impact on children and I've seen first-hand the success that can be achieved through school-to-school collaboration.

Our Trust began with the sole purpose of supporting some of the most challenged primary schools in England. Our focus then, and now, has been to ensure that our children have an education that meets their needs through schools and have the support and systems that enable them to achieve those goals.

We have successfully built a family of highly connected schools that learn from each other.

I wish you well with your application.



June 2024

Dear Applicant

Post: PA to Headteacher

Thank you very much for viewing this recruitment pack. The Trust are committed to providing a high-quality education so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust is also committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and the Diamond Learning Partnership Trust. We hope that the following information is of help to you in deciding whether to apply for this role. If you are unclear about any aspect of the application procedure, please do not hesitate to contact the HR team at HR@diamondlearningtrust.com, or by telephone 01480 277501.

Applications for all posts will only be accepted on an application form (lone CV's are not accepted and will not be considered). The Diamond Learning Partnership Trust application form is located on our website.

*Please return all completed applications by midday on **1st July 2024** to HR@diamondlearningtrust.com The interview date is to be confirmed.*

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

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

I wish you all the best with your application.

Yours sincerely

HR

PA to Headteacher

Contract:	Permanent
Hours:	Full-time 37 hours per week, Monday to Thursday 8:00 a.m. – 4:00 p.m., Friday 8:00 a.m. – 3:30 p.m. with a 30-minute unpaid lunch break (you will, on occasions, be required to work outside these core hours during term-time)
Duration:	42 working weeks (term-time plus 3 weeks)
Salary:	H7 SCP 19 - 23 (£29,777 - £32,076) FTE Gross per annum (negotiable depending upon experience)
Closing date:	Midday 1 st July 2024
Interviews:	To be confirmed
Start Date:	End of August, ready for September, but can be discussed with the right candidate

Purpose of this role

The fundamental duty of the post holder is to provide organisational, secretarial and miscellaneous support to the Headteacher of the Academy as their Personal Assistant. They will implement successful strategic management and administration. They also support the operational management of aspects of back office working practices. They will also satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the Headteacher.

They also represent ethos, values and approach of the Academy to pupils, parents and staff.

The duties may be varied by the Headteacher to meet changing circumstances in a manner compatible with the post, please see Job Description for details of the role.

Please visit our website: <https://www.kjar.org.uk> for further information and to download an application form. Completed application forms together with a covering letter should be submitted to: Hr@diamondlearningtrust.com

If you would like to discuss the role or visit the Academy before applying, we would be delighted to welcome you. To make an appointment please contact Mrs Tracey Sell. t.sell@kjar.org.uk

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. Applicants are thanked for their interest in this post. Please note that only the candidates shortlisted for interview will be contacted.

Job Description

Leadership Support

- To support the work of the Headteacher on a day to day basis through diary management, dealing with the post, emails, and liaising with/advising staff about a wide variety of matters
- Operate an effective filing system including a 'Brought Forward' file, and liaising with other support staff to help ensure the smooth running of the Academy
- To liaise with parents, other outside agencies or visitors who may seek a meeting with the Headteacher
- To assist with the performance management process for teachers by prompting for deadlines, sending reminders and checking for completion
- To work closely with the Operations Manager on all HR and administrative team matters, including the support in processing of HR documentation for staff

Management

- To send out agendas and accompanying documentation for meetings as required by the Headteacher
- To take minutes of meetings as required by the Headteacher (for example, staff briefings, parental meetings etc.)
- To provide organisation support for the recruitment of staff in conjunction with HR, the Headteacher and Trust
- To produce and collate documents for the Governors' meetings, and ensure all deadlines are met
- To support day to day activities, inter alia, circulating materials and schedules, booking rooms and equipment, entering data, stock taking, raising and processing documentation requiring Headteacher authorisation, liaising as necessary with other staff and students
- To contribute to the internal communications amongst staff, for example updates to policies, changes to procedures etc.

Records and archives

- To keep up to date records as required by the Headteacher, and archive as appropriate
- To keep the Staff handbook, calendar, and website up to date, and issue revisions as necessary

Communications

- To liaise with HR and Operations Manager over personnel issues and assist with employment eligibility checks, and ad hoc external communications
- To support the Operations Manager, HR, SLT and Headteacher regarding internal and external communications, for example the staff bulletin, press releases, social media, the school website and parent bulletin
- To publish, share and distribute meeting minutes of SLT, and other ad-hoc meetings as appropriate

- To proofread, and support the quality and relevance of notices, displays, and letters where appropriate

Miscellaneous

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy
- Maintain confidentiality in all aspects of the role
- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role
- Follow Child Protection and other agreed procedures e.g., relating to the organisation of trips and visits in the ordering of goods
- Undertake such other duties as the headteacher may reasonably require

**PA to Headteacher
 PERSON SPECIFICATION**

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

This part will allow you to understand who we are looking for within this role and the skills, knowledge or experience that we would expect.

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working in a busy office environment. • Proven experience in a PA role including diary management and travel arrangements (at least two years). • Experience of working in the education sector. • Experience of organising meetings and accurate minute taking. • Experience of managing and maintaining accurate records and filing systems. • Experience in the line management of staff. 	<ul style="list-style-type: none"> • Further or higher education qualification/s in relevant field. • Experience of working in a school or similar establishment in the role of a PA. • Experience of staff recruitment, selection and training. • First aid qualification or willingness to gain one. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Good standard of numeracy and literacy skills. 	<ul style="list-style-type: none"> • Knowledge and understanding of safer recruitment requirements in schools. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act. • Working knowledge of SIMS software package. • Working knowledge of website management or willingness to undertake training. 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data / issues appropriately. • Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems. 		
Personal qualities:		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with CEO. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short-listed candidate's references will be taken up at interview.



KEY INFORMATION SHEET

For PA to Headteacher at King James Academy Royston

This sheet sets out the key information for any candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it as directed no later than midday on the closing date. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Please note that the school/Trust reserve the right to interview and appoint prior to the closing date.

Selection process:

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

All shortlisted applicants will be subject to an interview with a selection panel and other assessment tests dependent on the role (e.g. lesson observation for teaching roles, practical tests etc.)

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified as soon as possible.

The Trust HR department will only contact shortlisted applicants and therefore if you have not received any communication from them within 4 weeks of the closing date your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Please ensure that you have given consent for your referees to provide a reference to avoid delays.

Please be aware that we reserve the right to review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date:

Interviews will be held at the school for which the role will be located. The Trust does not reimburse candidates for interview expenses.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact the Trust HR department (details can be found on the advert and website).

Key Information for candidates regarding terms and conditions

Hours per week: 37

Working weeks per year: 42

The successful candidate will work during each week of term time including non-pupil days. Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time. Additional hours to outside of term time to be agreed with your Line Manager.

Pay

This post is paid H7 SCP 19 - 23 (£29,77 - £32,076) FTE Gross per annum (negotiable depending upon experience). This figure will be pro rata based on working weeks per year. This figure includes the holiday pay entitlement for someone with less than 5 years' service. If you have continuous service for over 5 years the holiday pay entitlement will be in addition.

Employees are paid monthly in twelve equal months per year.

Probation

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

Recruitment and Selection Policy Statement

1. Diamond Learning Partnership Trust (the Trust) is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance for those with different faiths and beliefs.

The Trust expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all staff is conducted in a manner that is efficient, effective and promotes equality of opportunity.

Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the role. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required, where applicable, to the role and setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching (if applicable)
 - verification of medical fitness for the role
 - verification of qualifications and professional status where required e.g. QTS
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period (if applicable to the role)
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school (if applicable to the role)
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted (if applicable to the school applying for)

NB: It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision we will disregard any filtered convictions/cautions/reprimands which are disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS National update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS National update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit at a school (unless a waiver can be obtained from Ofsted).
employment

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g., was it a caution or a conviction;
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern;
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then;
- The country where the offence/caution occurred;
- Whether the individual shows or has shown genuine remorse;
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. We process personal data collected during the recruitment process in accordance with our data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Safer Recruitment Procedure is available via our website

PRIVACY STATEMENT

This Privacy Notice explains how we collect, store and use personal data about all applicants (including employed and voluntary).

For the purposes of Data Protection legislation, The Diamond Learning Partnership Trust is the Data Controller and responsible for the personal data collected about you. Personal data is information about you from which you can be identified.

Under Data Protection law, individuals have a right to be informed about how The Diamond Learning Partnership Trust, Andrew Road, Eynesbury, St.Neots, Cambs, PE19 2QE, uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

Successful candidates should refer to our privacy notice for the **School Workforce** for information about how their personal data is collected, stored and used during their period of employment.

The categories of information disclosed during the recruitment process that we process include (but not restricted to):

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number, address history and proof of identity)
- Education, qualifications and professional achievements
- Special characteristic information (such as gender, age, ethnic group) and disability information
- Employment records including work history, job titles, training records and professional memberships
- Disciplinary related matters
- Information about you from a previous employer or an educational establishment which you have previously attended
- Job performance including career progression
- Right to work documentation

Why we collect and use this information

This information is essential for the Trust's operational use and to aid the recruitment process. The majority provided to us is mandatory, although some is requested on a voluntary basis. In order to comply with General Data Protection Regulations (GDPR), we will inform you, at the point of collection, whether you are required to provide certain information to us or whether you have a choice.

We use this data to:

- Fulfil our duty of care towards our staff
- Facilitate safe recruitment
- Enable ethnicity and disability monitoring
- Inform the development of recruitment and retention policies
- Ensure that appropriate access arrangements can be provided for candidates that require them

Under the GDPR, Article 6, the legal basis we rely on for processing personal information is to fulfil contractual obligations and other legitimate interests. These are:

- **Consent:** an individual has given clear consent to process their personal data for a specific purpose
- **Contract:** necessary for a contract with an individual or specific steps required before entering into a contract
- **Legal obligation:** necessary to comply with the law
- **Public task:** necessary to perform tasks that the school/Trust is required to perform as part of their statutory function
- **Vital interests:** to keep children safe and protect your vital interests or someone else's
- **Legitimate interest:** necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data. The school/Trust relies on legitimate interest for most of the processing of your data. Specifically, the school/Trust has a legitimate interest in:
 - looking after your welfare and development and the welfare and development of others;
 - safeguarding pupils;
 - staff recruitment;
 - management planning and forecasting, research and analysis, including that imposed or provided for by law (such as diversity);
 - financial transactions or reporting;
 - to give and receive information and references about past, current and prospective staff;
 - to monitor (as appropriate) use of the school/Trust IT and communications systems, and for security purposes;
 - to carry out, or co-operate with, complains, disciplinary or investigation processes;
 - to facilitate the efficient operation of the school/Trust;
 - to obtain appropriate professional advice and insurance for the school; and
 - ensure all relevant legal obligations of the school/Trust are complied with

In addition, under Article 9 of the GDPR, we will, on occasion, need to process special category personal data concerning health, racial or ethnic origin, political opinions, religion, sexual orientation or criminal record information, in accordance with rights or duties imposed by law. We rely upon reasons of substantial public interest (equality of opportunity and treatment to protect the vital interest of any person where that person cannot give consent, legal claims or medical treatment).

How we store this data

We hold data securely for the set amount of time shown in our data retention schedule and only for as long as we have a legitimate and lawful reason to retain it. Personal information that is no longer needed is disposed of securely. We will shred or incinerate paper-based records and overwrite electronic files. We may use an outside company to safely dispose of these records.

Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Government authorities (e.g., the Department of Education (DfE), HMRC, and local authority)
- Service providers (e.g., HR team members, Occupational Health)
- Disclosure and Barring Service (DBS)
- Teachers Regulation Agency
- Ofsted
- Professional advisers and consultants
- Employment and recruitment agencies

We will share personal information with law enforcement or other authorities if required by law. Personal data collected by use will, for the most part remain within the school/Trust, and be processed by appropriate individuals in accordance with access protocols. Particularly strict access applies in the context of medical and safeguarding records.

All schools are under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it.

Some of the Trust's processing activity is carried out on its behalf by third parties. This is subject to contractual assurances that personal data is kept securely and in accordance with the Trust's specific direction.

Your data will not be transferred outside of the European Economic Area.

Your rights

Requesting access to your personal data

Under data protection legislation, you have the right to access the information about you that we hold. To make a request to see your personal information you will need to make a 'subject access request'. If you would like to make a request, please contact HR@diamondlearningtrust.com

You also have a right to:

- Object to the processing of personal data that it likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decision being taken by automated means
- In certain circumstance, have inaccurate personal data rectified, blocked, erased or destroyed

Depending on the reason for using your information, you may also be entitled to:

- Have your information transferred electronically to yourself or to another organisation
- Object to decision being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. Please contact HR@diamondlearningtrust.com.

You can also contact our Data Protection Officer, The ICT Service

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can contact the Information Commissioner's Office via <https://ico.org.uk/concerns/> or call: 0303 123 1113, write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This notice is based on the [Department for Education's model privacy notice](#) for Job Applicants, amended to reflect the way we use data in this school.