Recruitment Pack

Superintendent

Superintendent

Contract: Permanent, Full Time, All Year Round Position

Closing Date: Monday 19th October 2026

Salary Range: B3 (£27,274 - £29,071 per annum)

Thank you for your interest in the role of Superintendent at Wetherby High School, this is an exciting opportunity for a talented individual to join our Team.

At Wetherby High School all our staff are deeply committed to ensuring every child receives an outstanding education. Our curriculum, teaching and pastoral care enable students to achieve at the highest academic level, unlocking doors to the future of their choice.

Our staff and students are ambitious to be the best version of themselves. That ambition extends way beyond their academic excellence. We want our students to reach their full potential academically and as young people moving into adulthood. We understand that central to this is developing character and a sense of social responsibility.

We place the children and their personal success at the heart of all our work which means that sometimes we do not take the easiest path, but the path that is right for each individual child. We know that when a child feels safe, happy and supported they thrive.

Strong relationships, developed through our coaching groups and staff circles, are a critical feature of our close and caring school community. Simply put we know our staff and children well and this ensures we offer a supportive and fulfilling learning environment with lots of opportunity to develop leadership potential in staff and children.

“Working at Wetherby has shown how fundamental and necessary relationships are in teaching. I've loved being a coach and supporting students to thrive, academically as well as pastorally.” Casey, Teacher of English

Our strong and distinct **Values** underpin all the work we do, they are lived out day to day in our policies, practices and interactions.

KNOW OUR CHILDREN WELL

PARTNERS IN LEARNING

ENJOY AND ASPIRE

CHARACTER FOR ACHIEVEMENT

Our commitment to a **Restorative Practice** approach benefits both children and staff supporting the development of strong relationships which ensure everyone feels valued and listened to. This high support and high challenge approach way of working with pupils and staff supports wellbeing through the development of:

- a feeling of belonging and acceptance
- a sense of school community all moving in the same direction
- understanding how actions can affect others
- helping to choose to and want to do the ‘right thing’
- developing social and emotional literacy
- developing character and a sense of civic responsibility
- learning how to move through conflict constructively together

The **Coaching Programme** at Wetherby High School is fundamental to ‘knowing our children well’ and in forming the strong relationships that are crucial for our school community. Coaching groups have approximately ten students (coachees) and one member of staff (coach). The groups are ‘vertical’ meaning they consist of coachees from Year 7 to Year 11. We meet as coaching groups three times a week; a Monday morning, Wednesday afternoon and Friday afternoon.

Our **House Structures** provide a further sense of belonging for our pupils and staff. As well as encouraging a strong positive competitive drive through inter-house competitions and events, pupils are encouraged to engage in a wide range of enrichment activities and opportunities, ensuring an inclusive approach for all.

BREMNER HOUSE

ROBINSON HOUSE

TOMLINSON HOUSE

TRUEMAN HOUSE

Welcome from the Headteacher

Many thanks for expressing an interest in the post of Superintendent. I hope you find the enclosed information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community planned to start construction next year.

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in ensuring that the school's premises are prepared to the highest standard; to support teaching and learning as well as our school events and community use. This is an ideal opportunity to develop a rewarding career in premises management working alongside our Site and Operations Manager through the build and transition process. Wetherby High School is committed to providing high quality continuous development for all our staff. Our wide range of enrichment, extra-curricular activities and community builders provide our staff with opportunities to get involved and share their interests and hobbies alongside their professional knowledge and expertise.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

“The sense of community is what I love the most about working at Wetherby. There are so many opportunities to build relationships with not only children, but other members of staff. It is those strong relationships that allow us to support and challenge each another to ensure the very best provision for children each day” Sarah, Leader of Science

Job Description

Job Title: **Superintendent**

School: **Wetherby High School**

Pay Range: **B3**

Responsible to: **Site and Operations Manager**

Role:

Under the direction of the Site and Operations Manager, to assist in the management of the whole school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school.

Plan and deliver general maintenance and improvements works in line with the site development plan and whole school vision.

Direct supervision of Assistant Superintendents and other Site Team members including allocation and monitoring of work and line management. Maintain oversight of site team activities through effective use of digital management facility and scheduling systems. (training provided)

Oversee and monitor the performance and ensure safe working practices of external contractors working on site.

To maintain the appropriate records to meet statutory obligations relating to site safety and other health and safety matters.

Promote a professional image and provide excellent customer service to all internal and external customers including colleagues, contractors, students, parents and visitors.

Ensure that all operational activities are carried out in accordance with the relevant safe working practice and risk assessment, and that accidents, incidents and near misses involving employees or visitors are dealt with appropriately and reported in accordance with the school's Health and Safety Policy.

Main Duties

1. Maintenance
   - Development and implementation of a preventative planned maintenance programme.
   - Direct and supervise the Site team in delivering the planned maintenance programme, ensuring work is completed to required standards and timescales.
   - Allocate, oversee and quality-assure minor repairs undertaken by the site team, such as adjusting door hardware, plumbing, re-lamping and unblocking drains.
   - Plan and oversee improvement works such as decorating, erecting shelves and installing notice boards as agreed with the Site and Operations Manager, delegating tasks appropriately to the site team.
   - Maintenance of plant, lighting plumbing, fire and security systems.
   - Organise and manage maintenance schedules for specialist equipment
   - Ensure that pathways and all other hard surfaces are kept clean, safe and clear, including gritting during adverse conditions.
   - Undertake cleaning duties such as graffiti removal, ad hoc hygiene cleans, litter-picking, collection and assembly of waste as well as emergency and specialist cleaning tasks.
   - Oversee and monitor the electrical testing of whole site portable electrical appliances

2. Safety & Security
   - To be a primary key holder, ensuring the school premises is secure and coordinate key holder responsibilities across the site team and ensure robust procedures are followed for out-of-hours call-outs.
   - Respond to alarms or call-outs following agreed safety protocols.

- To attend site as required to manage the site during adverse and hazardous weather conditions e.g. gritting in preparation for snowfall or freezing conditions.
- Provide access to the school site for emergency vehicles and emergency repair work.
- Undertake regular security checks, identify security risks and liaise with the emergency services (Police and Fire) and security contractors as appropriate
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Access and operate CCTV or surveillance equipment as required.
- Carry out regular statutory site inspections, undertake safety audits of the premises and review relevant risk assessments as required.
- Assist the Site & Operations Manager to coordinate all contractor activity on site, ensuring the Assistant Superintendent and site team maintain appropriate supervision protocols. Confirm that all contractors and visitors are signed in and out, that inductions are completed, and that comprehensive records of site access are maintained, including keys, door fobs and security codes.
- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- Ensure health and safety policies and procedures are always complied with.
- To carry out investigations into incidents, accidents or near misses as appropriate, making recommendations to minimise risk while maintaining operational effectiveness.

3. Operations & Events
   - Support Senior management to have detailed oversight of school operations and ensure teaching and learning is set up for success
   - Contribute to planning, development and implementation of procedures and policies.
   - Maintain accurate records and produce reports as required.
   - Work flexibly with the team to ensure teaching and learning spaces are ready for use each day.
   - Working with our Cleaning Supervisor, provide management of cleaning staff, including work scheduling, performance monitoring, quality assurance inspections and addressing any performance and absence support via our Return to Work procedures.
   - Where appropriate to organise and administer the use all school vehicles and to carry out driving duties when required.
   - Liaison with the LCC Catering Team in relation to their use of the site and provision of their service, where appropriate.
   - Lead on hospitality requirements.
   - Support Weekend and ad hoc events and Lettings with other members of the Site Team
   - Oversee the Site Team's delivery of event support tasks with the Site and Operations Manager.
   - Coordinating all lettings and events in conjunction, allocating Site Team resources effectively, ensuring facilities are prepared to required standards and that room resets are scheduled and completed appropriately.
   - You may be required to work at height, and/or supervise others working at height using the appropriate equipment. (Full training will be provided)

General Duties:

- Create and maintain a purposeful, orderly and productive working environment
- Coordination of deliveries and the movement of furniture, resources and equipment across the site.
- Deliver training and mentoring to the site team, including demonstrating and ensuring competence in the safe and effective use of equipment, materials and procedures
- Participate in training and performance development, and attend meetings as required.
- Undertake other duties as required by the Site and Operations Manager and Senior Leadership Team, exercising professional judgement in prioritising and delegating work appropriately.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported promptly and in the correct manner.

- To manage sensitive data and comply with data protection and confidentiality policies.
- To adhere to all other school policies and procedures.
- Support and promote the school's policies on Diversity and Equality of Opportunity.

We expect all our staff to:

- Fulfil the role of coach to a small group of students and participate fully in training as required.
- Support and uphold the school ethos.
- Display commitment to Restorative Practice.
- Display commitment to the protection and safeguarding of children and young people.
- Continue their personal development.
- Participate in Flexible Learning activities
- Attend all key school events in our school calendar

Health and Safety

- The postholder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work**.**

Variation in Role

Given the nature of the role, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post.

Any Special Conditions of Service:

- There is a requirement to submit to an Enhanced Disclosure and Barring background check.
- There may be a need to occasionally work outside of school hours and off school premises as required by school.
- No smoking policy.

Wetherby High School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Person Specification
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**
Job Title: Superintendent

Personal Specification

Key Criteria	Essential Criteria	Desirable Criteria
Skills & abilities	Basic Maintenance/Repair skills Problem solving and initiative - able to "think on their feet" Skills to manage own and a team's work - plan, delegate and monitor work effectively The skill to juggle competing demands and shifting priorities, maintaining composure and patience when priorities shift unexpectedly Effective people skills – to work with empathy and support others to achieve common, child centred goals and objectives Positively take on board feedback to improve to working practices Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all Be flexible and work productively in an environment which is fast paced and delivers a wide variety of services and activities Good communication skills - ability to communicate effectively in written and spoken English	Specialist maintenance skills e.g. plumbing, painting and decorating or joinery Ability to lead performance conversations with team members, addressing concerns professionally and coaching others to improve their practice and effectiveness
Qualifications & Experience	Experience of supervising or coordinating a team Working within an Education environment or around children Establishing effective working relationships with customers and colleagues Working within a Public facing environment Experience of working in a high-pressure environment, to time and resource constraints Managing competing priorities Working with and external suppliers and service providers (e.g Contractors, suppliers, etc) Working knowledge of Microsoft Office	Supervising a team Experience of policy and procedure development Stock control Building Maintenance – Experience, Training, or, a qualification Health and Safety qualifications or equivalent experience (eg IOSH, working/managing safely) Working at height Minibus Driving (MIDAS or equivalent). Facilities and events management

	(Word, Excel, Explorer and Outlook) and comfortable using other software programmes IOSH Managing Safely or equivalent General Health and Safety qualifications There is an expectation that the post-holder will attend all training courses relevant to the post and maintain responsibility for ensuring the site team receives appropriate training.	Policy and procedure development Experience in practical cleaning & hygiene operations, quality assurance and stock control. NEBOSH
KNOWLEDGE and UNDERSTANDING	Awareness and understanding of security measures and systems A good working knowledge of safe working practices Knowledge of moving, lifting and handling procedures Knowledge and understanding of COSHH regulations and how they apply to the organisation. Working knowledge of Microsoft Office (Word, Excel, Explorer and Outlook) and comfortable using other software programmes Awareness of hygiene procedures Knowledge of basic fire regulation requirements Knowledge of Safeguarding Children and Young People	Knowledge of current and emerging Health and Safety legislation and best practice Knowledge of using specialist Equipment Knowledge of the principles of risk assessment. Fire and security detection systems
Personal attributes	Team focused, working collaboratively, supporting colleagues and contributing to a positive, dependable team culture Leads by example, setting professional standards and working alongside the team whilst maintaining appropriate supervisory authority and accountability for team performance Confident in providing direction and making decisions, taking ownership and accepting responsibility for outcomes Comfortable with the practical nature of the role, including constant movement and manual handling Enjoys finding simple effective ways to get things done. Approaching problems with an open mind and looks for workable fixes rather than perfection	

	Flexible and willing, understanding that some duties, like working at the weekend or responding to emergencies are part of supporting the school Consistently punctual and dependable in fulfilling duties Maintain calm and effectiveness when faced with challenges or pressure Attention to detail and high standards across all work Easy going and open to new ways of working Composed and able to adapt to changing demands	

Staff Benefits

Wellbeing and Fitness

Bodyline Fitness Membership
Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

Discounted Hairdressing and Beauty Service
Leeds City College – the Salon Leeds
0113 245344
Discounts on all services (some via appointment only)
Book via www.thesalonleeds.co.uk

Simplyhealth (Leeds Hospital Fund)
Access to discounted health benefits

APL Smart Clinic
Access expert support and advice for life's ups and downs 24/7, 365 days a year. Access support when you need it, including counselling, physiotherapy and stress management

Leisure and Shopping

Vivup Employee Benefits
www.vivup.co.uk/users/sign_up
Under organisation choose: Leeds City Council – VA Schools

Discounts for Teachers
(available to all school staff)
www.discountsforteachers.co.uk

Teacher Perks
(available to all school staff)
www.teacherperks.co.uk

Services

Commuter Travel Club
Discounts on bus tickets
www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

O2 offer
Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh. With the employee discount programme, O2 Open using code LCC17.
www.o2.co.uk/open

Employment Benefits

Access to a good pension scheme
Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

National College Membership
www.nationalcollege.com

Wetherby High School CPD
Access to a wider range of personalised, bespoke CPD

Generous holiday allowance

Generous Maternity, Paternity and Adoption policies

Guidance for Applicants

Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Pre-employment checks:

References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check

will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Disclosure and Barring Check.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

Medical Assessment

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

• Planning and preparing lessons and courses for students

• Delivering* lessons to students;

• Assessing the development, progress and attainment of students; and

• Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate.to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

Statement on recruitment policies, including the recruitment of ex-offenders

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Privacy Notice for Applicants

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Online checks for shortlisted candidates

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we collect and use workforce information

We use job applicants’ data to:

a) enable us to confirm relevant experience and qualifications
b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards students
c) enable us to monitor equalities
d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.** and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools IRMS Schools Toolkit - Information and Records Management Society

Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold

- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

Complaints

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on DPO@bywaterkent.co.uk

Last Updated

This version was last updated in January 2026.