

Key Role Information Sheet; Privacy Notice for Job Applicants and Recruitment & Selection Policy Statement for Service & Infrastructure Manager at SEAX Trust Central Team

This sheet sets out the key information for 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 SEAX Trust Application Form and submit it to the return address no later than **12noon** on the closing date of **16th September 2026**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test/teaching observation or practical assessment. Details regarding selection panel members and any planned assessments will be made available to shortlisted candidates.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

References

References are required at interview, as they form an important part of the selection process. Referees of shortlisted candidates will therefore be contacted **prior to the interview date**. Please ensure that you have given consent to your referees so that provision can be made without delay.

On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents which are publicly available online and which the Trust might want to explore with the applicant at interview.

Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six-month probationary period.

Interview date

Interviews will be held at **VENUE TO BE CONFIRMED** on **21st September 2026**. Please note the Trust does not reimburse candidates for interview expenses.

Start date

The start date for this post will be **as soon as possible**.



Further information and school visits

Applicants who require further information or would like to visit the school should contact **Gemma Ellis** on **01245 963 000**.

Key Information regarding Terms and Conditions

Hours per week: 37 hpw

Initial working pattern: Monday – Friday

	Start	Finish	Start	Finish	Total Time
Sun	n/a	n/a	n/a	n/a	n/a
Mon	08.00am	12.30pm	1.00pm	4.00pm	7.30hrs
Tue	08.00am	12.30pm	1.00pm	4.00pm	7.30hrs
Wed	08.00am	12.30pm	1.00pm	4.00pm	7.30hrs
Thu	08.00am	12.30pm	1.00pm	4.00pm	7.30hrs
Fri	08.00am	12.30pm	1.00pm	3.30pm	7hrs
Sat	n/a	n/a	n/a	n/a	n/a
Total					37hpw

Working weeks per year: 52 wwpa

Holiday entitlement:

Annual leave entitlement varies according to grade and continuous Local Government (Modification Order) service. Entitlement starts at 25 days per annum and increases with grade and qualifying service.

Full time posts

The annual paid holiday entitlement for this post is determined by grade and continuous Local Government (Modification Order) service and is currently between 25 and 26 days per annum, plus bank and public holidays. Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on Pay Scale **7/8**, Points **19-28**. The full time pay range for this Scale is **£33,119** to **£40,444** per year. These figures include the holiday pay entitlement for someone with less than five years' continuous service, as specified by the Essex County Council Modification Order.

Employees are paid in twelve equal monthly payments per year.



Privacy Notice – Job Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service provided?	Recruitment of School Staff - Applicants				
What personal data do we need from you?	Name	Address	Date of Birth	Contact details, including email and phone number	
	National Insurance Number	Employment History, including reason for leaving	Current level of Pay and any Allowances	Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks	
	History of sickness absence from previous employer (preferred candidates only)	Reference and Referees contact details	Qualifications/skills/Experience, including Secondary School Education and Continuing Education and Professional Qualifications	Breaks in employment history	
	Ability to travel	Training & Development History	Close Personal Relationship information	Disability information to enable us to make reasonable adjustments	
Who will be using your Personal Data?	Who is the Data Controller ?	SEAX Trust			
	Who is the Data Controller's Data Protection Officer ?	SBM Services (contracted)			
	Are there any Data Processors ?	Yes	☒	No	☐
	Who are they?	Members of the School/Trust's HR and Recruitment team including the Headteacher, interviewers, relevant LAC members, the School's DBS provider and relevant local police force (for criminal record checks), the Occupational Health provider (ECC) and Legal Services contracted by the Trust.			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Recruitment			
	The Legal Condition(s) :	<i>Under Contract</i> <i>Employment, Social Security</i>			
Who else might we share your data with?	The Trust's HR/Legal provider, the SEAX Trust's CEO/Trustees				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO				



How long will your data be kept?	When will it stop being used?		Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.					
	How long after this will it be deleted?		Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Contract Law Eligibility to work in the UK Keeping Children Safe in Education (as updated).					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to process application/continue with recruitment process					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies, publically available Internet Search Engine					
	This is a source of personal data open to anyone		Yes	☐	No	☒		
	These are the categories of personal data being given to us		Basic Demographics, e.g. name, address, date of birth, contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, information available publically on-line, right to work and qualifications checks					

Visit the following websites for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2019](#)

[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	SBM Services (uk) Ltd , 12 Park Lane Business Centre, Langham, Colchester CO4 5WR
Email	info@sbmservices.co.uk
Phone Number	01206 671103

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113



Recruitment and Selection Policy Statement

1. The SEAX Trust and Local Governance Groups are 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 and community cohesion 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

and expect all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The SEAX Trust and Local Governance Groups recognise and seek 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 is conducted in a manner that is systematic, 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 job. 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 settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period



- verification that you are not subject to any Section 128 directions preventing you from holding a management position within a school
- 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 disqualification waiver from Ofsted
- an online search (including social media) to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore further with the applicant at interview.

IMPORTANT: It is illegal for anyone who is barred from working with children to apply for, or undertake, regulated activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

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 applicants 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).

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 consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The SEAX Trust and Local Governance Groups are committed to ensuring that people who have convictions, cautions and/or 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 employment at the school (unless a waiver can be obtained from Ofsted).

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 eg was it a caution or a conviction
- How long ago the incident(s) occurred
- 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 on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The SEAX Trust will disregard any filtered convictions, cautions and/or reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure & Barring Service has published a Code of Practice and accompanying explanatory guide. The SEAX Trust is committed to ensuring that it meets the requirements of the Disclosure & Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with the SEAX Trust's 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 procedure. On the conclusion of the procedure, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.

