Trinity CE High School Information Pack



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TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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Julian Nicholls, BSc MA

November 2026

Dear Applicant

Vacancy for the Post of Assistant Site Manager

Thank you for your interest in the above position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about the job – our expectations of the successful candidate and a job description.It also includes a DBS information sheet, information about the application and selection process, and our Data Protection responsibilities. Support staff at Trinity play an important and integral part in the school's life.

Support staff at Trinity play an important and integral part in the school's life. This is a permanent, full-time position, working all year round, 5 days/35 hours per week. This is a shift-based role alternating every 2 weeks between 06:45-14:45 (early – open up) and 11:00-19:00 (late – lock up). Each shift has 2 x 15 min breaks and a 30 min lunch. The salary is Grade 4-5, Points 7-19, with an annual starting salary of £27,274, dependant on experience and relevant skills.

When completing the application form please provide full details of your qualifications, employment (paid or voluntary) and the interests and skills that you have that would equip you to undertake thisrole. Please also outline any experience (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined in *'what we want from you'* and the main tasks of the job description. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks if necessary.

CVs will not be considered - please complete the MyNewTerm online form. For more information about our school please visit our school website: www.trinityhigh.com. The closing date for applications is **09:00 on Monday 16th November.** Interviews are currently scheduled on **26th November 2026, interview invitation will be sent through email for selected candidates**.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure andBarring Service check. If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

Julian Nicholls
Head

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Trinity Church of England High School was opened in 1984 with the foundation motto of *"Faith in the City, Value in People, Excellence inEducation"*.



We are celebrating our 40th year and continuing the tradition of our foundation promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths. Our student body is diverse and ideally we would have a workforce which reflected this diversity – role models from all communities are very much welcome here.

Trinity has become one of the most popular schools serving the City of Manchester and districts beyond. Its teachers, support staff and students work to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributes towards the genuine sense of partnership between home and school and has helped to provide feelings of security, structure, happiness and well-being.





Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenitiesof the city centre. We make good use of our proximity to both universities, theatres, galleries,museum, the RNCM, Aquatics Centre and Sports City.

The school's excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 5G multi-sport courts.

School departments are well resourced, and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, engineering, computing andmathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities.

Trinity's most recent full Ofsted Inspection took place in November 2023, and we were judged

‘Outstanding’ or ‘Good’ in every category. The most recent National Society (Anglican) Inspection, in November 2023, assessed Trinity in the highest category lavishing praise on the strong relationships in the school.



In its recent history, Trinity benefited from a £21.5 million Buildings & ICT Investment which was supplemented by a £3 million sixth form Centre, opened in September 2016. The ‘Outstanding’ sixth form is has a capacity of 260 students and has taken the school student population above 1500. In 2022, the school opened up a £1.5 million building extension to enable great consistency of rooming for students and teachers.

Trinity is a ‘Single Academy Trust’ – we were one of the first in the country to experience the freedoms of academisation and have maintained our independence to this day. We are rightfully proud of the strong foundations that we have given to many students and staff who have either learned or worked here over the last 40 years.

In conclusion, our overall aim is *"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."*

Julian Nicholls, Head
School Year 2023-24

Ofsted Report – November 2023

Ofsted have now released their report on what their team found out during their two day visit in November. The report reads very well indeed and everyone involved should be very proud of the great school we have. I would like to thank parents particularly at this point for their support. I received many messages of encouragement and I know that almost two thirds of parents in the Ofsted Parents' Survey said their child was 'very happy' at Trinity - a figure that I've not seen beaten by any Manchester high school in their Ofsted year.

Importantly, the report says that students ***"value the strong friendships they cultivate which helps them feel happy"*** and that students are rightfully ***"very proud of their diverse community"***. Our sixth formers were praised as being ***"excellent role models for their younger peers"***.

Additionally, the inspectors were full of praise for the teaching that goes on in departments, the expert staff and the pastoral care that is part of our outstanding work. They said that all students ***"achieve very well"***, that there is a ***"calm and purposeful environment"*** and that the sixth form is ***"outstanding"***. The inspection team also praised the leadership of the school (from governors to senior and middle leaders through to the 'effective' safeguarding team). They were also very impressed with the personal development of students whilst at Trinity, giving us an 'outstanding' grading in this area - the extra-curricular provision in music, PE and performing arts certainly helped them to make that judgement.

Inspectors added that the school is ***"highly aspirational"*** that ***"students are prepared very well for their lives beyond school"*** and that our sixth formers are ***"very well prepared for their ambitious next steps"***.

Ofsted, like our own self-evaluation, gave us some areas for development. The first is that we develop a reading scheme to support those with weaker English at KS4, the second was that they identified that the behaviour of a "small number" of students should be addressed. The school is responding positively to both of these areas.

As with all inspections, the resource of time was limited and I would argue insufficient to really accurately reflect all that is great about the school. Two things I would point out that I feel were completely overlooked; firstly, the exceptional attendance by our students - I know that our attendance is far higher than local and national averages and is a current national priority - so I can't explain why this wasn't mentioned at all. Secondly, the school has a higher than average proportion of Pupil Premium students and as a cohort they perform in line with those who are not disadvantaged nationally. The improving outcomes and progress of this cohort compared to national figures, is something that we are proud of and are continually striving to improve further.

The school is rightfully pleased with the outcome, thank you to all stakeholders - parents, students, staff, governors, the Diocese and the Local Authority who all contributed to making this a positive step in the next phase of developing this great school with many outstanding features!

SIAMS report – November 2023

I am delighted to be able to let you know that we have received a glowing report from the SIAMS inspectors. I have chosen to use the inspectors first paragraph in full below to introduce the report and following this I have listed ten further comments for you to read.

"At the heart of the city of Manchester, this diverse community is one with God at it's heart. Established to serve a multicultural, multifaith population, Trinity succeeds as a place of faith, valuing everyone and pursuing excellence. In this, it is true to its contextually appropriate Christian vision. This is because leaders, including governors, rigorously and robustly evaluate both the potential, and actual, impact of their policies and decisions. The 'Trinity Together' approach, built on Christian values, provides a common understanding of difference, diversity and inclusion. This enables all to find their place and know that they are welcomed into a culture of care and respect."

Our 'top ten' comments:

"Pupils say they feel safe within the school."

"Parents reflect that they choose this school because it represents modern society and mirrors their care and aspirations for their children."

"Students are enabled in their sporting, creative and spiritual flourishing through a rich provision of formal learning and enrichment activities."

"The school's location supports and encourages the vast array of different partnerships that it embraces and pursues to the advantage of all."

"Inspired by the Christian vision's intention of 'care and happiness', pupils know the value of dignity and respect for all."

"Leaders are mindful of the needs of the community and proactive in their care for all."

"Pupil leadership roles are many and respond to pupils interests and strengths."

"The talented team of religious education (RE) teachers are very capably guided so that pupils enjoy and succeed in their learning."

"The inspection findings indicate that Trinity Church of England High School is living up to its foundation as a Church school."

Comment from Deborah Smith, Diocesan Director of Education

"I was delighted to read the recent SIAMS report which highlighted a myriad of ways in which Trinity High School enables both adults and students to flourish within a Christian environment. Keep up the great work."

Job Description for the Post of
Site Staff – Assistant Site Manager

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To:

- The Head through the Facilities Manager.

Main Purpose of Job:

- To ensure that the whole site and school buildings within it, including the Sports Centre, are maintained to the highest standards of repair, tidiness, cleanliness and hygiene.
- To be a responsible key holder, opening and closing the school when required, ensuring the security of the premises and grounds.
- To ensure the smooth operation of the school in the absence of the Facilities Manager.
- To work on an alternating early / late rota pattern during term time (opening times are reduced during school holidays):
    - **6.45am – 14:45pm – Early shift**
    - **11:00am – 19:00pm – Late shift**

Main Tasks:

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.

2. Maintenance
    - ♦ To identify, respond to and prioritise repairs and preventative maintenance via the Helpdesk and through instructions from the Facilities Manager.
    - ♦ To assist the Facilities Manager in the compilation schedules of planned preventative maintenance.
    - ♦ To undertake repairs, alterations or refurbishment where appropriate and within the limits of agreed assessed skills.
    - ♦ To maintain a log of maintenance and improvement job requests.
    - ♦ Maintain good housekeeping of the workshop area, including all tools and equipment.
    - ♦ To ensure that drains and gulley's are free of debris.
    - ♦ To liaise with external contractors and emergency services in the absence of the Facilities Manager.
    - ♦ To assist in monitoring the premises, furniture and fittings for wear and tear, breakage or damage.
    - ♦ To assist with taking down and re-hanging curtains, blinds and light fittings.
    - ♦ To understand and follow risk assessments and safe systems of work for all maintenance activities, where no specialist contractors are required.
    - ♦ To use all equipment in a safe manner according to instruction/training, safe systems of work and risk assessments.

3. Security

- To assist in ensuring the safety of the premises, its contents and the grounds, including the closing of grounds and premises and particularly during vulnerable periods (after hours, during weekends, holidays and letting periods).
- To hold and keep safe any keys appropriate to the site, including during the holiday periods.
- To understand and be able to operate the fire and intruder alarm systems.
- To ensure that at the final lock-up, the buildings are secure, all doors are locked, that the buildings are clear of people, the lights are turned off, windows closed and alarms set.
- To inform the Facilities Manager, senior staff or appropriate emergency service of any unusual circumstances, apparent losses or intruders.

4. Portering

- To assist in moving equipment and supplies as necessary and to assist in the movement of heavy furniture in co-operation with the Facilities Manager.
- To assist with preparing and arranging areas, inside and outside, for events, activities and bookings.
- To assist with the handling and distribution of furniture, goods and equipment, including setting up and dismantling for assemblies, examinations, meetings, lettings and other special events.

5. Keeping all outside areas free from litter:

- Main entrances on Cambridge Street and Boundary Lane
- Car parking areas
- Playgrounds
- 5-a-side courts
- Astro-turf pitch
- Hedges, borders and gardens
- The perimeter of the school inside the fences.

Designated times for litter picking during the school term time are:

  - **7:30am-8:30am** *(Fence lines and car parks)*
  - **11:20am-12:00pm** *(Playground areas after break)*
  - **2:05pm-2:45pm** *(Playground areas after lunch)*

- Emptying litter bins around the site as necessary and making sure that bins are empty for the start of the school day. This work is best carried out during the afternoons.

6. Grounds Maintenance

To assist the Grounds Person in the following tasks:

- Mowing grass areas.
- Trimming shrubs and perimeter hedges.
- Weeding borders.
- Ensuring that leaves are collected and disposed of during autumn.
- Planting and maintaining border plants, bulbs and shrubs.

The busiest times for the above work will be during the growing periods, Spring to Autumn. Work, however, should be carried out regularly throughout the year and, in particular, ensuring that the grounds are in a tidy and neat condition for the start of every new term and half term; ie September, October, January, February, April & May.

- To use all equipment in a safe manner according to instruction/training, safe systems of work and risk assessments.

7. General

- To undertake training in safe lifting, access and handling techniques, application of cleaning materials and use of equipment.
- To undertake other training, including First Aid, when required.
- To be aware of issues relating to Health & Safety and COSSH regulations. To work according to the safe systems of work and risk assessments provided.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development.
- To be willing to work as part of the agreed daily shift pattern.
- To be prepared to work overtime to cover evening school events and external bookings.
- To be prepared to take annual leave on a rota basis with the Facilities Manager and other site staff.
- To liaise with outside organisations who hire the premises.
- To show willingness to be flexible and adjust to the demands of the workload.
- To carry out cleaning duties as required in the absence of designated cleaning staff.
- To carry out any other related tasks as specified by the Facilities Manager or senior member of staff and in line with grade and responsibility.
- To act as key-holder to open and close the premises on a rota basis.

8. To undertake other duties as required in line with the grade and responsibilities of the post.

Person Specification for the role of Assistant Site Manager

Attributes	Requirements	Essential	Desirable
Qualifications & Trainings	Qualifications showing a good standard of basic literacy and numeracy	✓	
	A Level 2 Technical Certificate in Joinery		✓
	A Level 2 Technical certificate in plumbing		✓
	A Health & Safety Qualification		✓
Knowledge , Skills and Experience	Good knowledge of using a computer/ IT equipment	✓	
	Have practical knowledge of building and machinery maintenance	✓	
	Experience in undertaking building repairs, basic DIY, or general maintenance work	✓	
	Skills in the joinery and/or plumbing trade	✓	
	Experience in contributing to the security of a building (e.g. key holding, alarms etc.)	✓	
	The ability to assess and complete queries using a Helpdesk System	✓	
	Previous experience working in an Educational environment as a Maintenance assistant or similar role		✓
	Knowledge and understanding of Health & Safety issues and legislations		✓
	Experience in contributing to the security of a building (e.g. key holding, alarms etc.)		✓
	Experience operating fire and intruder alarm systems		✓
Personal & Professional Skills & Attributes	An excellent team player, helpful, friendly and flexible	✓	
	Availability and willingness to work an alternating early/late shift pattern (6:45am start or 7:00pm finish) and undertake overtime for evening and weekend school events or external bookings	✓	
	Able to self-direct, take initiative and work independently	✓	
	The ability to efficiently prioritise and complete given tasks to manage work-flow	✓	
	Ability to establish positive relationships with a wide range of people	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to adopt new working practices and adapt to change	✓	
	Honesty and integrity	✓	
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to attend any relevant training opportunities such as Safeguarding and Child Protection training	✓	
	Willingness to undertake mandatory training in Health & Safety, COSHH, safe lifting, manual handling, access, and equipment usage	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	
	Right to work in the UK	✓	
	Possess a Full UK clean Driving License		✓

Assistant Site Manager

Contract term: Permanent, Full-Time
Contract type: All Year Round, 35 hours per week
The working hours are Monday to Friday,
Grade 4-5, Points 7-19, with an annual starting salary of £27,274, dependant on experience and relevant skills.

This is a great opportunity to come and work in our very highly rated secondary school in central Manchester. We are now looking to appoint a qualified or experienced person to be responsible for maintaining school buildings, grounds and sports facilities to a high standard. Duties include site security, repairs, preventative maintenance, health and safety compliance, grounds upkeep, event setup, key-holder responsibilities, contractor liaison, and supporting the Facilities Manager, including managing site operations during their absence.

WHAT WE CAN OFFER YOU:

- The opportunity to join our very successful and over-subscribed school of 1500 students aged 11-18, supported by a hugely talented and hardworking staff team;
- Employer-funded membership of HSF Health Plan Core Scheme, helping you and your family (dependants under 21) to cover the costs of everyday healthcare, plus access to HSF Assist which includes a GP Advice Line, Virtual Doctor, Counselling, Legal Helpline and Perkbox benefits;
- Membership of the Greater Manchester Pension Scheme, with excellent employer contributions;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health, plus wellbeing benefits such as Cycle to Work and free use of the Fitness Suite;
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning, plus free on-site parking, canteen facilities, and staff room;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- Ideally have experience working in an education setting as a site staff or similar role.
- Ideally have Health & Safety Qualification, Level 2 Technical Certificate in Joinery, and Level 2 Technical certificate in plumbing.
- Practical skills necessary to undertake general building maintenance, repairs and porterage duties.
- Possess the necessary skills within the joinery and/or plumbing trade.
- Good communication skills with the ability to work well within a team, yet able to demonstrate an ability to work unsupervised using their own initiative.
- Well organised with an adaptable and positive approach to all aspects of the workload.
- Professional and approachable with students, supportive of colleagues and visitors.
- Supportive of the school's excellent staff attendance and punctuality record.

CVs will not be considered - please complete the MyNewTerm online form. For more information about our school please visit our school website: www.trinityhigh.com. The closing date for applications is **09:00 on Monday 16th November.** Interviews are currently scheduled on **26th November 2026, interview invitation will be sent through email for selected candidates**.

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safeguarding and Child Protection Policy and Safer Recruitment Policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Trinity CE High School Safer Recruitment Procedure

Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which is done through MNT. The information disclosed on the form will not be kept with your application form during the application process. **Please note that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.** The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service.

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question. ***This information is sent out with application packs for all posts.***

A form similar to this will be sent to shortlisted candidates through MyNewTerm prior to interview:

Invite to Interview Checklist
CANDIDATE REFERENCE: EDV/YYYY/TCHS/123456
TRINITY COFE HIGH SCHOOL

Full Name:
Former Name(s):
Preferred Names:
Job Title:
Employer Name: Trinity CofE High School (Trinity Church of England High School)
Applied Date:
Closing Date:
Interview Date:

S/N	ACTION	YES	NO
1	Disclosure of Criminal Convictions I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.	☐	☐
2	Disclosure of Police Contact Are you known to the police and children's local authority social care?	☐	☐
3	Disclosure of Child Protection Investigation Have you been subject to any child protection investigation? (such as a Local Authority Designated Officer (LADO), police or other supervisory agency investigation)	☐	☐
4	Disclosure of Relationships Do you have any relationship with a pupil, employee, governor or trustee? If yes, please state their names here: _____	☐	☐
5	Documents Provided to Evidence Right to Work I confirm that I will provide evidence of my right to work in the UK. Please see the enclosed Home Office Right to Work Checklist.	☐	☐
6	Documentation to Process DBS Check I confirm that if appointed I will provide the appropriate documents to allow a DBS check to be undertaken. Please see the enclosed DBS ID checking guidelines.	☐	☐
7	Qualification Certificates Provided I confirm that, I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.	☐	☐
8	Prohibition Order (for teaching work only as defined by The Teachers' Disciplinary (England) Regulations 2012) I confirm that I am not prohibited from carrying out teaching work.	☐	☐
9	Section 128 Direction (for applicable position) I can confirm that I am not subject to a section 128 direction in an independent school, academy or free school.	☐	☐

SIGNATURE FULL NAME DATE

Criminal Convictions Disclosure Form
CANDIDATE REFERENCE: EDV/YYYY/TCHS/123456
TRINITY COFE HIGH SCHOOL

Data Protection Notice
All the details provided by you as part of this request will be collected and processed by Trinity Church of England High School in accordance with their Privacy Information which you are encouraged to read. If you are appointed, this form may be retained on your personnel file for the duration of your employment. You will find more information about how Trinity Church of England High School uses your personal information in their privacy information for job applicants.

Private & Confidential
Please read the information below before completing the form. Once completed and submitted electronically, this form will be viewed/downloaded by Trinity CofE High School (Trinity Church of England High School) in readiness for your interview on DD/MM/YYYY & TIME.
The Trinity Church of England High School policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protect' cautions and convictions which do not need to be disclosed by a job applicant can be found at DBS filtering guide - GOV.UK (www.gov.uk).

The information you give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. Please liaise with the recruiting employer if you wish to find out more about its policy on the recruitment of ex-offenders.
Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

1. SPENT AND UNSPENT CONVICTIONS OR CAUTIONS
Excluding youth cautions, reprimands or warnings except those ‘protected’ as defined by the Ministry of Justice (for further details please see - Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk).

Do you have any spent or unspent convictions or cautions in any country?
Yes / No

2. PENDING PROSECUTIONS
Are you subject to any criminal investigations or proceedings and/or do you have any pending prosecutions in any country which may impact your suitability for the role being applied for?
Yes / No

3. OVERSEAS INFORMATION

Do you have any relevant overseas information that would make you unsuitable to work with children?
Yes / No

4. DISQUALIFICATION

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. Where this applies to the role you are applying for, by signing this form you confirm that you are not disqualified from working within specified childcare settings under the 2018 Childcare Disqualification Regulations. If you are appointed you will be required to immediately inform the Headteacher if you become disqualified.

SIGNATURE	FULL NAME	DATE

5. PROHIBITION ORDER (FOR TEACHING WORK ONLY AS DEFINED BY THE TEACHERS' DISCIPLINARY (ENGLAND) REGULATIONS 2012 (AS AMENDED)

Is the vacancy at Trinity CofE High School a role carrying out teaching work or leadership post?
Yes / No

6. SECTION 128 DIRECTION (FOR APPLICABLE POSITION)

Is the vacancy at Trinity CofE High School a management position in an independent school, academy, or in a free school?
Yes / No

Section 128 (if a management position e.g. Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.) I can confirm that I am not prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.

SIGNATURE	FULL NAME	DATE

7. CONFIRMATION

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in post, with possible referral to the police.

SIGNATURE	FULL NAME	DATE

The Criminal Convictions self-declaration form and Interview Checklist must be completed prior to interview.

Reference Checking

For shortlisted candidates, references will be obtained from both the current employer and the previous employer during your last role working with children. Andwhere necessary employers may be contacted to gather further information. Referees will be askedabout whether the applicant has been the subject of any safeguarding concerns, so referees shouldbe a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of three months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, toenable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation tovarious areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Our Recruitment Process

At Trinity we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off applying for this role.

To apply for this position please go to the advertisement for this post on the MyNewTerm website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact recruitment@trinityhigh.com.

Please ensure that the form is completed by the closing time & date of **09:00 on Monday 16th November.** Interviews are currently scheduled on **26th November 2026, interview invitation will be sent through email for selected candidates**.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be via the MyNewTerm in the first instance, followed by email and/or phone-call, so please ensure that your details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to

prepare for a skills test and/or interview, depending on the post they have applied for.

The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

Data Protection Statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.