

Application Pack



Site Supervisor
Tees Valley Education Trust

Job Ref: PPA300



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley
Chief Executive Officer

ADVERTISEMENT

SITE SUPERVISOR

Status: Permanent

Required: Monday 22nd April 2024

Salary: From SCP 12 to SCP 15 (FTE £26,421- £27,803)

Hours: 37 hours per week, Full Time (Part Time applications will also be considered)

Reporting to: Academy Business Manager

Academy: Pennyman Primary Academy, Fulbeck Road, Middlesbrough, TS3 0QS

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas.

Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Pennyman Primary Academy is seeking to appoint a Site Supervisor. We are looking for a flexible, enthusiastic, reliable, eye for detail and is a resourceful person to join the team. This position is based at Pennyman Primary Academy, but you may be asked to assist across the Trust and as such, the successful candidate will be required, if the need arises, to work at any of the academy sites. The applicant will be expected to have access to a vehicle, as travel between sites will be an essential part of the role (a travel allowance is paid for movement between sites made during the working day).

As Site Supervisor, you will undertake a range of maintenance and improvement tasks as required, as well as ensuring all trust premises are secure and appropriately maintained. The post holder will be a named key holder for the academy premises and will be required to be on call to attend site, be an out of hours contact and occasionally be required to work evenings and weekends.

In return, we can offer you the opportunity to join a successful Trust with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, care for each other and are focused on learning. Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates: **Friday 22nd March at 1.00pm, Tuesday 2nd April at 10.00am and Friday 5th April at 2.00pm.**

What we are looking for:

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

JOB DESCRIPTION – SITE SUPERVISOR

To work under the direct instruction of the Business Manager, to undertake general premises and maintenance duties including semi-skilled repairs (other than where it is necessary to employ skilled trades persons) to ensure the academy premises remain in good condition and the site is safe for all children, parents, staff and visitors .

RESPONSIBILITIES

- To ensure the general security of the academy's premises and grounds (including safety measure in cold weather – gritting).
- To work alongside the cleaning staff and ensure that the academy premises are cleaned in accordance with the cleaning specification.
- To carry out first line repairs and maintenance.
- Identify and report using the Every system preventative maintenance and carry out more specialist repairs/works of buildings/grounds/equipment.
- To undertake general portage duties.
- To ensure that the premises are open for use as and when required and securing the premises after use.
- To be responsible for supervising both employees and outside agencies on site with regard to repairs and maintenance of the academy building.
- To inform the Headteacher regarding inconsistencies after evaluating works carried out on the premises.
- To be responsible for using the academy credit card or handling small amounts of cash for purchasing materials to carry out repairs in accordance with Trust's financial procedures.

SECURITY ACCESS

- To be named key holder for the academy premises.
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises).
- Regular checking of security devices/systems and setting of the alarm system where provided.
- Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, rubbish etc.
- Assist with fire drills including practices (usually 1 per term).
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with the academy policy. Where required to:
 - a) notify the Police of malicious damage, obtaining a crime reference number;
 - b) request repairs to be carried out by suitable contractor.
- Monitoring the academy's 'Traffic Management' Guidelines.
- Requesting unknown persons on site to furnish proof of ID, further to prevent trespass on academy premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary.

HEALTH AND SAFETY

- Ensuring that the academy premises and furnishing area are safe and in good order (refer to the academy's 'Risk Assessment' Guidelines).
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health and Safety rules are adhered to.
- To attend appropriate 'Health and Safety' training courses.
- Ensure that areas involved with 'sickness' are cleaned and disinfected.
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.

GENERAL MAINTENANCE

- Carry out repairs and maintenance that are above and beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work other than that required from a competent DIYer.
- Reporting, via the Academy Business Manager and/or Every MIS system, any repairs and maintenance work required at the academy which is beyond the competence of the caretaking staff.
- To direct personnel or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.
- Liaising with the Academy Business Manager for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc are available.
- Checking lamps/florescent tubes and replacing as necessary.
- Carrying out specific procedure in the event of fire, flood, accident or major damage.
- Ensuring that all cleaning equipment is in a safe and efficient working condition.
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy.
- Ensuring that windows are cleaned in accordance with the academy's window cleaning contract and completing appropriate certification documents.
- Protecting the premises and sites for after academy activities and ensuring that premises/site are prepared for normal academy activities. Making the premises available for out of academy activities on evening and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made.

PORTAGE

- Moving furniture and equipment around the academy premises, as requested.
Taking delivery of grounds ordered by the academy and storing if required.

HEATING SYSTEMS

- Operating the heating plant so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly to the Headteacher/ABM and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the academy.
- Carrying out frost procedures when necessary.
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition.
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Headteacher.

GROUNDS MAINTENANCE

- Ensuring that all hard play areas and paths are clean and free from litter and excrement.
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.
- Emptying outside litterbins and keeping areas around the academy premises litter free.
Work closely with the Business Manager to manage the Grounds Maintenance service level agreement (SLA), which includes among many other tasks, the maintenance/care of shrubbery area and bushes within the academy grounds and along the perimeter fencing and the cut all grassed areas surrounding the academy.

OTHER DUTIES

- Duties in connection with cleaning safe storage of design technology, computer and electrical equipment.
- Carrying out any other duties, which may be reasonably allocated, from time to time, by the Headteacher or Deputy Headteacher, that are commensurate with the grade.

GENERAL

- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and equality. Reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the Trust, including the 5C's (Commitment, Curiosity, Care, Courage and Creativity).
- Establish constructive relationships and communicate with other contractors/agencies/professionals.
- Attend and participate in meetings, where appropriate.
- Participate in training and other learning activities and performance development as required e.g. annual health and safety and safeguarding.
- Comply with data protection requirements in all working practice and maintain confidentiality, as required.
- Any other duties consistent with the grading of the post and needs of the business.
- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the academy's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy, s/he must report any concerns to his/her Line Manager or the academy's Child Protection Officer.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

PERSON SPECIFICATION

QUALIFICATIONS	AM	E/D
<ul style="list-style-type: none"> • Good numeracy and literacy skills. 	A	E
<ul style="list-style-type: none"> • Willingness to participate in ongoing training. 	A/I	E
EXPERIENCE		
<ul style="list-style-type: none"> • Handy person or DIY experience. 	A/I	E
<ul style="list-style-type: none"> • Caretaking or site keeper in a similar environment. 	A/I	D
KNOWLEDGE, ABILITIES AND SKILLS		
<ul style="list-style-type: none"> • Ability to work in accordance with the academies health and safety policies and the code of safe working practice for caretaking premises staff. 	A/I	E
<ul style="list-style-type: none"> • Good communication skills 	A/I	E
<ul style="list-style-type: none"> • Ability to work to deadlines. 	A/I	E
<ul style="list-style-type: none"> • Ability to work as part of a team. 	A/I	E
<ul style="list-style-type: none"> • Ability to work on own initiative 	A/I	E
<ul style="list-style-type: none"> • Ability to undertake general building maintenance. 	A/I	E
<ul style="list-style-type: none"> • Ability to lift and carry heavy items. 	A/I	E
<ul style="list-style-type: none"> • Ability to demonstrate a practical approach to problem solving. 	A/I	E
<ul style="list-style-type: none"> • Ability to communicate well with adults and children. 	A/I	E
<ul style="list-style-type: none"> • Ability to respond calmly to emergencies. 	A/I	E
<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH. 	A/I	D
<ul style="list-style-type: none"> • Knowledge of manual handling procedures. 	A/I	D

AM (Assessment Method), A- Application Form, I – Interview, R – Reference,

E – Essential,

D - Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to pennyman@tved.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Geovanna Waters.

Tees Valley Education
C/O Pennyman Primary Academy
Fulbeck Road
MIDDLESBROUGH
TS3 0QS

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

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

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 314750 to arrange a visit.

For your information, the recruitment timetable is detailed below:

Closing date: Monday 8th April 2024 at 12noon

Shortlisting date: Monday 8th April 2024

Interview day: Friday 12th April 2024 (AM)

Contract Start Date: Monday 22nd April 2024

General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

EMPLOYMENT APPLICATION FORM

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

Vacancy Job Title	Job Ref Number
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PART 1

INFORMATION FOR SHORTLISTING AND INTERVIEWING

Salutation (Mr, Ms, Miss, Mrs, Dr etc)	
First Name:	
Middle Name/s:	
Surname/family Name:	
Contact email address:	
Contact telephone number	
Social Media Tag names e.g. Twitter/Facebook/Instagram/LinkedIn etc	

2. LETTER OF APPLICATION Please enclose a letter of application of no more than 2 A4 pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

3. PRESENT / LAST APPOINTMENT

Name, address and telephone number of last employer/school/academy	
Job title	
Date appointed to current post	
Permanent/Temporary	
Full Time/Part Time	
Current salary	
Notice period	

4. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained (Date and Grade)

6. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

7. PROFESSIONAL COURSES ATTENDED Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

9. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you do not wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you do not wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	

PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

10. PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Date of Birth	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.
Are you subject to any legal restrictions in respect of your employment in the UK?	Yes No If YES please provide details separately
Do you require a work permit?	Yes No If YES please provide details separately
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
Are you related to or have a close personal relationship with any pupil, employee, trustee, member or local academy chair?	Yes No If YES give details separately under confidential cover
TEACHERS ONLY	
Early Career Teachers ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy ICT (if applicable)
DfE reference number (if applicable)	
Did you qualify as a teacher after May 1999? (if applicable)	Yes No If Yes, in which school was induction completed?

11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?
Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and bring this with you on the day of your interview. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

12. UK GDPR and DATA PROTECTION ACT

The information collected on this form will be used in compliance with the UK GDPR and Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to trustees, Occupational Health, DfE, Teachers Pensions Agency and local government pensions scheme, Department for Education, pension, payroll and personnel providers including relevant statutory bodies. For further information refer to the trust's privacy policy via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee, trustee, member, local academy chair will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant

Date

Print name

This section of the application form will not be available to the shortlisting/interview panel.

PART 3 EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the UK GDPR and Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick
White	WBRI British English Welsh Northern Irish Scottish	
	WIRI Irish	
	OOTH Irish Traveller	
	OOTH Gypsy	
	WOTH Other White background	
Mixed	MWBC White and Black Caribbean	
	MWBA White and Black African	
	MWAS White and Asian	
	MOTH Other Mixed background	
Asian or Asian British	AIND Indian	
	APKN Pakistani	
	ABAN Bangladeshi	
	CHNE Chinese	
	AOTH Other Asian background	
Black or Black British	BCRB Caribbean	
	BAFR African	
	BOTH Other Black background	
Other ethnic group	OOTH Arab	
		<i>Write in:</i>
Prefer not to say	REFU	

Religion*Please tick*

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Disability*Please tick*

Do you consider that you have a disability?

Yes	
No	
Prefer not to say	
My disability is:	
<i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation*Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender*Please tick*

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship*Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	