



South Malling CoE Primary and Nursery School

Headteacher Candidate Information and Recruitment Pack

Important dates:

Visit the school before: 9 February 2024

Deadline for applications: 13 February 2024

Interview days: 26 and 27 February 2024



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Letter from the Governors

Dear Candidate,

We are delighted that you are interested in the position of Headteacher at South Malling Church of England Primary School and Nursery. We hope you will find the information in this pack sufficient to encourage you to apply for what we anticipate will be a rewarding and positive step in your career.

We are proud of our identity as a nurturing and inclusive school, dedicated to helping everyone “Reach for the Stars” and “live life in all its fullness.” Our confident and committed staff challenge themselves to provide the best education for all children at the school by modelling a love of learning, respect and kindness towards each other and setting ambitious expectations for all.

Our new Headteacher will be someone who not only shares our passion for exciting and stimulating teaching, but also inspires our community as we meet new challenges. We are proud of our close partnership with local churches and other Lewes schools. Christian values and character strengths lie at the heart of leadership and everything that we do.

We encourage you to look at our [website](#) and visit the school. We’d love to show you our values and vision in action to help you consider how you would contribute to the continued development and improvement of all that we are and do here.

Please read the accompanying guidance carefully and ensure that you address all items in the person specification. We look forward to receiving your application.

Yours sincerely,

Mandi Ramshaw
On behalf of the Governing Board

Our website: <https://www.southmallings.com/>

About Us

South Malling Church of England Primary and Nursery School is on the eastern edge of Lewes, the historic county town of East Sussex. We are proud to be embedded in the Malling neighbourhood, with the South Downs on our doorstep, and within easy reach of the town's amenities.

We are a popular single-form entry school with a reputation for nurturing every child, guiding them to reach their full potential. We aspire to equip and empower every pupil to be and do their best. We are inspired to "reach for the stars" as we honour each person's uniqueness, made in the image of God to be part of our local and global community.

Visitors to our school frequently comment on the genuine welcome, the calm and caring atmosphere and the excellent behaviour and attitude of our pupils. We believe this reflects our values of Respect, Friendship and Compassion, Responsibility, Perseverance, Equality and Hope, and our vision for education.

South Malling school gives everyone the opportunity and encouragement to:

- be curious and creative;
- communicate considerately and constructively;
- become active, lifelong learners; and
- think as global citizens and act as local citizens.

We were a Voice 21 Oracy partner school until 2022 and continue to champion pupils to articulate their thoughts, feelings and ideas. This focus continues to enrich children and surprise visitors in the way it reaches into every aspect of school life and activity.

Our curriculum emphasizes oracy, laying a strong foundation for our students to cultivate curiosity, independence, reflection, and resilience. This approach has greatly enriched our children's educational journey, evident in their engagement with a diverse curriculum that encompasses a wide range of sports and exercise, music and outdoor learning opportunities. At South Malling, we celebrate each child's achievements, passions and interests in our weekly Stars assembly. Beyond the classroom, we offer a popular after-school club and breakfast club, along with numerous extracurricular activities and clubs, ensuring a well-rounded experience for every child.



School Structure and Governing Body

South Malling Church of England Primary and Nursery School is characterized by the following features:

Type of school	Church of England primary and nursery school (voluntary controlled)
Age range	3-11 years
Arrangement of year groups	Single-form entry
Location	Lewes, Sussex
Number of children	208 (excluding nursery)
Average class size	30
Number of teaching staff	11.1 FTE Teachers / 6.9 FTE Teaching Assistants
% of children on FSM	18%
% of children with SEN	24%
% of children with Pupil Premium	23%
Attendance rate	94%
Budget	£1.05m 2023/24 (excluding nursery)

The Senior Leadership Team (SLT) at our school comprises the Headteacher, Deputy Head (who also serves as the Inclusion Manager and SENCO), and four teachers. An additional seven teachers are supported by a strong team of teaching support staff who hold a variety of specialist positions across the school. Our services for children with SEN are comprehensive and we have several assistants with additional training and responsibility for their support, including a Pastoral Lead.

In the words of our staff, South Malling is...



Our Governing Body, consisting of up to 14 members, is drawn from parents, staff, the local community (including the Local Authority) and local churches. We are immensely proud to be part of the school community, supporting the Headteacher and the whole staff team to strive for excellence through sensitive and supportive challenge.

Our Location and Community

Lewes is a town of approximately 17,000, nestled in the South Downs, 7 miles from the city of Brighton and Hove. It is well served by bus and rail links across Sussex, and London is an hour away by train.

William Morris said of Lewes: "You can see Lewes lying like a box of toys under a great amphitheatre of chalk hills..." Today it is home to five state primary schools, a secondary school, and an independent day school. The location of the school and our parish church, St Michael the Archangel, remind us of our connection to the local environment: a town in the heart of the South Downs National Park.

Our curriculum is greatly enhanced by our unique location. The natural surroundings provide a rich, hands-on learning environment, allowing our children to engage in a wide array of outdoor activities and educational visits. These experiences, both within Lewes and further afield in Sussex, not only enhance their understanding and appreciation of the natural world but also bring classroom learning to life in exciting and meaningful ways.



*In the words of our children, we are looking for someone who is...
"calm and fun; not loud or shouty; kind and patient; joyful and loving;
fair and firm when needed; takes suggestions but has good boundaries;
organised and experienced; knows what to do."*

Our children and staff take part in many community events and local enrichment activities. Recent opportunities have included:

- Collecting food for local food banks
- Celebrating Bonfire
- Lewes Glynde and Beddingham Brass learning experience
- [Patina](#) Moving On parade
- Sussex Wildlife Trust visit to Malling Down
- Annual summer fete
- [One Voice Festival of Singing](#) at Glyndebourne Opera House
- [Albion in the Community](#)
- Litter picks

We have an enthusiastic School Council who ably advocate for the whole school and are proactive in recommending charities for us to support. Our conscientious Eco Warriors are constantly looking for ways to reduce our carbon footprint and run regular Saturday eco-sessions as well as campaign for sustainable school improvement.

Our Buildings and Facilities

Our school is situated on a secure, enclosed site, complete with a large playing field and a playground equipped with recently refurbished play equipment. The school grounds also feature a wildlife garden with a pond, an outdoor classroom, a trim trail, and designated staff parking.

The main school building, originally constructed in the 1960s, has been maintained and updated to meet the needs of our educational environment. Recent improvements include renovations to the bathrooms, ensuring they are comfortable and accessible for all students, and the installation of a new roof, enhancing the safety and durability of our facilities.



Our school hall, equipped with stage lighting, a projector, and a sound system, serves as a versatile space for school dining, events, and performances. Additionally, it is available for hire after school hours and on weekends for various clubs and activities.

The Nursery, located in its own block, has an enclosed play area and garden, tailored to the needs of our youngest learners. Across the school, we are fortunate to have enviable grounds that offer stunning views across Lewes, creating a serene and inspiring learning atmosphere for our pupils.

Our Diocese

Chichester Diocese and Church schools

The Diocese of Chichester covers almost exactly the whole of the county of Sussex, relating in educational terms to three local authorities: West Sussex, East Sussex and Brighton and Hove. It covers approximately 1,459 square miles and has a population of 1,492,000; there are 391 parishes. The Bishop of Chichester, The Right Reverend Dr Martin Warner, is assisted by two suffragan bishops and four archdeacons. More details of the diocese can be found on the diocesan website: www.chichester.anglican.org

Church Schools in the Diocese

The Diocese of Chichester Board of Education (DBE) is charged under the 1991 DBE Measure to oversee the work of all Church of England state funded schools in the Diocese. The current chair of the board is the venerable Luke Irving-Capel, Archdeacon of Chichester. The board meets termly, reviewing the work in schools and making decisions on a wide range of policy and practice.

Currently there are 155 Church of England schools in the diocese – 50 have voluntary aided status, 94 have voluntary controlled status and 11 are academies. There are seven church secondary schools. Our church schools educate around 37,000 pupils who have a wide range of ability and come from diverse social setting. Those who wish to come to one of our schools, whether of Christian faith, other faiths and those who as yet do not profess a faith, are welcome if there is a place.

Whatever the status of our schools we want them to unite under a common end which is that of “Learning with meaning and purpose: to know God and shape the world.”

We expect teaching and learning to be rooted in the Christian narrative of creation, redemption and future hope. We want our curricula and pedagogy to foster a spirit of enquiry, creativity and to ‘walk the talk’ of Christian belief and values in every aspect of school life. Our aim is for all our schools to perform well as part of their Christian responsibility to do their best by all the children and families in their care.

Diocese of Chichester Academy Trust (DCAT)

The Trust was established in 2014 as a sponsored academy trust. It aims to bring together local church schools, to drive and maintain improvement and share economies to maximise

resources for teaching and learning in the classroom. DCAT is growing gradually and includes both primary and secondary schools across East and West Sussex.

Education Department

The Education Department, based at Church House in Hove, offers a range of services to governors, headteachers, teachers and clergy. This includes training, assistance in developing the Christian distinctiveness and character of the school, school effectiveness, support for SIAMS inspections, governor appointments and many aspects of policy, school buildings and future structures including partnerships, federations and academies.

An annual conference and a quiet day are held for headteachers. RE conferences are held for leaders of RE and there are termly briefings for Governors. Leavers Celebrations, for over 4,000 pupils leaving church primary schools, are held each year in various venues across the Diocese. A strong partnership exists between the Education Department and the East Sussex, Brighton and Hove and West Sussex local authorities.

The Friends of South Malling

The Friends of South Malling, a registered charity, comprises dedicated parents, teachers, and local community members. Their collective efforts support the school and enhance the students' educational experiences.

They not only raise funds through organizing events like the annual summer fete, school discos, and regular cake and uniform sales, which fund school trips and other enrichment activities for the children, but also successfully secure grants for significant projects. These projects include building an outdoor learning area, replacing old play equipment, and providing books and IT equipment.

The Friends' active involvement exemplifies the strong link between our school and the parent community, showcasing a collaborative spirit that directly benefits our students' learning and development.

Additional Sources of Support

At South Malling, we firmly believe that no Headteacher should feel isolated in the challenges of leadership. As such, you will benefit from a robust network of support systems. The Lewes Alliance of Schools and Heads meet regularly, offering a platform for collaboration, advice and shared experiences. Additionally, South Malling is supported by a Diocesan Regional Advisor and the Local Authority Alliance Partner who visit the school at least once each term.



Furthermore, the school receives comprehensive advice and support from East Sussex County Council. This includes opportunities for professional development and training tailored to your role, such as a thorough Headteacher Induction Programme. Alongside this, there is access to resources for general wellbeing and mental health support, ensuring a well-rounded approach to your professional and personal development.

Above all, you will be supported by a strong and committed team of governors and a supportive parish church that is actively engaged with the local community. This collaboration fosters a nurturing and supportive environment, ensuring that you have a solid foundation of support throughout your time with us.

Inspection Reports and Evaluations

For a comprehensive understanding of South Malling's standards and achievements, we encourage you to review our most recent inspection reports.

Our OFSTED report is available at [OFSTED Report Link](#).

Our SIAMS report is available at [SIAMS Report Link](#).

These evaluations reflect our commitment to excellence and continuous improvement in providing a nurturing and effective learning environment.



Safeguarding and Equalities

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The appointment will be made subject to an Enhanced Disclosure and Barring Service approval (DBS check) as part of our rigorous approach to safeguarding our children. The successful applicant for any position will be required to undertake enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances in line with our recruitment and selection practices.

We will conduct online searches of shortlisted candidates and seek references prior to interview.

South Malling CE Primary and Nursery School is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Job Description

Authority: East Sussex County Council	Location: South Malling CE Primary School and Nursery
Job Title: Headteacher	Salary Range: Group 2 - £56,082-£76,430
Reporting to: The Governing Body	Contract: Full-time, permanent

Main purpose of the job

The Headteacher of South Malling Church of England Primary and Nursery School will provide professional leadership to deliver continued success and improvement, by ensuring high quality education for all its pupils. As leader of the school, the Headteacher will embody and promote its Christian ethos, values and culture.

Shaping the future

Working with the governors, the Headteacher will create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and the wider community.

The Headteacher must be able to translate the school's vision into clear objectives that are ambitious for all stakeholders. They should promote and sustain school improvement and academic attainment, as well as ensure the school's development benefits the pupils, staff and local community.

Qualities and knowledge

- Articulate and model a clear Christian vision for the school, ensuring this vision is clearly shared and acted upon by all.
- Demonstrate and develop positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Lead by example, by modelling integrity, compassion, creativity, resilience, and clarity, drawing on his or her own knowledge, expertise and skills as well as that of those around them.
- Sustain wide, current knowledge and understanding of education, pedagogy and school systems locally, nationally and globally, and champion evidence-based research and relevant continuous professional development.
- Develop the school's strategic plan and vision, supported by sound financial planning, in the context of local and national policy.
- Compellingly communicate the school's vision and empowering all pupils and staff to excel.

- Understand school finance and budgets, and the potential to develop the school's revenue streams by investigating and identifying new sources of income resulting in sustained growth and stability.

Pupils and staff

- Set ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities.
- Prioritise the wellbeing of children and staff, fostering an environment of trust, care, respect, compassion, kindness and generosity.
- Establish an educational culture of dialogic coaching as a basis for sharing best practice within and between schools, drawing on relevant research and robust data analysis.
- Maintain the strong ethos within the school by which all staff are motivated and supported to develop their own skills, subject knowledge and practice, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, supporting staff to explore their potential.
- Hold all staff to account for their professional conduct and practice.

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.
- Use data and relevant resources to promote the highest level of attendance, collaborating with parents and carers and relevant external partners to achieve this goal where appropriate.
- Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
- Use data effectively to identify areas for improvement and promote the highest possible outcomes for our pupils.

- Welcome strong governance and actively support the governing board to understand their role and deliver their function effectively, particularly in its function in setting school strategy and hold the Headteacher and senior leaders to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the school.
- Distribute leadership across the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

- Working with other schools and organisations in a climate of mutual endeavour, maintaining our reputation as an outward-facing school, championing best practice and securing excellent achievements for all pupils.
- Promote the school and develop effective relationships with the wider community, fellow professionals and colleagues in other public services, including the local church community, to improve social and academic outcomes for all pupils.
- Develop a nurturing organisation in which everyone works collaboratively, shares knowledge and understanding and collective accountability for the success of the school.
- Ensure the quality of teaching and learning is shaped through high quality training and sustained professional development for all staff.
- Communicate effectively with parents, carers and pupils so they are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
- Inspire and influence others – within and beyond the school – to recognize the importance of education in young people's lives and to promote the value of education.

Keeping Children Safe in Education

This school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in our community as required under the Education Act 2002 and other relevant legislation and expects all staff and volunteers to share this commitment.

- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the school as set out in the current statutory guidance "Keeping Children Safe in Education", DfE,

September 2023, and “Working Together to Safeguard Children”, DfE, December 2023 are effective and comply with the law at all times.

- Ensure sufficient resources and time are allocated to enable the designated safeguarding lead, their deputies and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all members of the school community feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description should be read alongside the requirements of the current publication of DfE’s School Teachers’ Pay and Conditions Document and is based on the National Headteacher Standards (2020) and the National Standards of Excellence for Headteachers published by the Department for Education in January 2015 which sets out in greater detail the general requirements for headteachers and the standard terms of their employment. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person Specification

Characteristics		Desirable	Essential
Qualifications and experience	Qualified Teacher Status at first degree level or equivalent		✓
	Substantial and successful teaching experience across the primary-age range in more than one school		✓
	Senior leadership experience in a primary school		✓
	Experience of working successfully and cooperatively as a member of a team in school		✓
	National Professional Qualification for Headteachers	✓	
	Senior leadership experience in a CE primary school at Headteacher level	✓	
	Experience of effective school financial management	✓	
	Experience of developing partnership and learning between schools	✓	
	Experience of leading SIAMS process and inspection	✓	
Professional knowledge	Understands and has good knowledge of national trends in education		✓
	Uses data, assessment and target setting effectively to raise standards and address weaknesses		✓
	Understands and uses self-evaluation and school improvement processes effectively		✓
	Understands the roles and responsibilities of a Headteacher and of governors in church schools		✓
	Understands and is committed to promoting and safeguarding the welfare of pupils		✓
	Understands creative and innovative curriculum design to meet the needs of all pupils	✓	

Characteristics		Desirable	Essential
Leadership skills	Possesses good interpersonal skills and an approachable style of leadership		✓
	Able to develop and share a clear vision		✓
	Able to motivate, provide constructive feedback to, coach, challenge and nurture teaching and support staff of all grades		✓
	Able to engage with the wider local community, and with both LA and Diocesan counterparts		✓
Personal attributes	Possesses emotional intelligence and demonstrates empathy		✓
	Inspires trust and confidence within and across the school and communities		✓
	Able to think creatively and demonstrate initiative in solving problems		✓
	Able to exercise flexibility, resilience, good judgement, approachability, and enthusiasm		✓
Commitment to partnership/ Christian Ethos	Committed to partnership with governors, the church, parents, and the wider community		✓
	Understands the importance of the school within the context of the life of the church and the wider community		✓
	Fully supportive of working in partnership with other schools and appropriate bodies	✓	
	Leads engaging and inspirational school worship	✓	

Visiting South Malling

We welcome your interest in the position of Headteacher at South Malling and strongly encourage you to visit our school before submitting your application. Visits should be scheduled before 9 February 2024. During your visit, we would be delighted to provide you with a tour of our school and address any inquiries you may have.

To arrange a visit to our school, please contact the school office at 01273 473016 or via email at office@southmalling.e-sussex.sch.uk.

Important Dates and How to Apply

The closing date for applications is 13 February 2024 at midnight. Interviews for shortlisted candidates will be conducted on 26 and 27 February 2024. We kindly request that candidates ensure their availability for both interview dates.

We are seeking a Headteacher who can join our school no later than 1 September 2024. If our preferred candidate is available earlier, the start date may be as soon as the beginning of term 5.

Please do not apply for this position via the TES online application process, or through an agency. Please follow the instructions in the advert and obtain and return a completed application form from the Leadership Recruitment Team at ESCC.

Please only use the appropriate ESCC application form, supplemented by your supporting statement/letter of application, which must not exceed **4 sides of A4**.

Please note that recruitment packs for the vacancy will only be provided directly to an individual considering applying to our school for this opportunity. The school does not enter into business with Recruitment Agencies, or other commercial organisations, on behalf of their clients seeking employment.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please use the application form provided in the application pack, as it will be the most up-to-date version. Follow the instructions to use black ink or typescript, as the form may be scanned or photocopied. If you are submitting your application electronically, you will be required to sign the form if invited to an interview.

Letter of Application

When submitting your application, it is essential to align your skills, experience, and abilities with the person specification. For each criterion, provide specific examples of your expertise. The shortlisting panel cannot make assumptions, so a well-prepared application should address both essential and desirable criteria. Use each criterion as a heading for a short paragraph outlining your relevant experience.

Do not attach a previously prepared CV as an alternative. To ensure a fair comparison of candidates' experience, statements supporting your application may need to be longer than the space provided on the form. Attach these statements on a separate sheet. Refer to the

information in the recruitment pack for guidance on the length and presentation of your personal statement.

Referees

References will be requested for shortlisted candidates. Please include your current or most recent employer as one of your referees. As an applicant for a Headteacher position, provide the name and address of your Director of Children's Services or CEO of your Academy Trust as one referee. The second referee should be the Chair of Governors, or, if you are a serving Deputy, the Headteacher of your current school.

Please do not include photocopies of open testimonials. We will contact your current or previous employer for a professional assessment of your suitability for the post. If you have worked at your current school for less than five years, the governing body may request additional supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS)

Disclosure Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service, Team Prevent.

East Sussex County Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

This disclosure will need to be approved by the County Council before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Data Protection

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>

We would like to take this opportunity to thank you for your interest in working for schools within East Sussex County Council and wish you every success in the future.