

Clerking Service - Information for Applicants

Octavo Governance are looking for well-organised and self-motivated, skilled communicators who wish to clerk meetings for School Governing Boards. As a clerk, you will work with the clerking service to prepare draft agendas, convene Board meetings, take effective minutes of these meetings and provide sound advice and support to the Governing Board on relevant governance legislation. You will need to have strong time management skills and be able to build and maintain effective working relationships.

This type of work would suit someone who is looking for part-time hours and who needs to work flexibly, as meetings occur in the morning, the afternoon and the evening. Minutes/research can be undertaken a time that is convenient to you. To apply:

- Submit an application form.
- If shortlisted, you will be contacted and invited to interview and your references will be requested.
- At interview, we will check documentation – photographic ID, right to work in the UK and proof of your National Insurance number.
- At interview, we will ask you questions and you will also undertake unseen tasks.
- If successful, you will become an Octavo Partnership employee on a casual contract, subject to satisfactory references, and, if required an Occupational Health check and a DBS check.
- You will receive assignments on an ad hoc basis. As part of this, you will be quality assured and performance monitored.

Hours of Work/Type of Contract

Being part of the Clerking Service you are employed by Octavo Partnership on a casual contract. As a Clerking Service Clerk, you will be asked to work evenings as you will be attending School Governing Board and committee meetings (when required). Therefore, hours of work vary depending on the Clerking Service needs.

Clerking Service Salary

Your salary will be Grade 7, scale point 23 and will include an additional 12% to include holiday pay. If, at meetings, you work past 8pm you will receive an additional 20% on the hourly rate. You will be required to submit a timesheet for each month.

Grade	Scale Point	Hourly Rate	Holiday Rate	Total Hourly Rate	20% Enhanced Rate
7	23	£15.85ph	£1.90ph	£17.75ph	£3.17ph

Application form

We require an application form as Octavo Partnership is committed to safeguarding children and other vulnerable adults and therefore, carries out rigorous processes for recruitment to posts providing services to such users. We expect all staff and volunteers to share this commitment. We require satisfactory references, right to work check, and may require a satisfactory DBS check for successful candidates. As part of the selection and recruitment process:

- Evidence of identity will be required.
- You will be required to disclose any criminal convictions, cautions, bind-overs or reprimands that would

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normally be considered 'spent'.

- We will explore in interview any gaps or inconsistencies in the employment record; and may discuss any disclosure made, if appropriate.
- Referees will be asked about substantiated allegations in regards to applicant's behaviour towards children, and any disciplinary action or management investigation and their outcomes.

Supporting statement

This statement tells us why you think you could do the job. An incomplete statement will render your application invalid. You should provide evidence of your relevant experience, skills and knowledge by giving specific examples including the impact they have had and demonstrating how you meet each criterion on the person specification. You should think very carefully before completing this section and refer to both the role profile and person specification. You may wish to write this page out as a rough draft before submitting your statement. A C.V. is not an alternative to this statement and will not be accepted. If you have little or no work experience, try to think of things you have done where you can transfer skills, such as planning a project. You may also have considerable domestic responsibilities such as household budgeting or you may organise social or community activities – these are skills that may be relevant to the post. Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

Interviews

If your application is shortlisted, you will be invited for interview and we will request two references. You will be interviewed individually by a panel of at least two. You will be asked a series of questions and each answer will be scored. You will also undertake unseen tasks. After your interview, the panel will make a decision based on the interview and tasks and you will be notified of the outcome. Any offer is subject to satisfactory references, right to work check, and, if required an occupational health check and DBS check.

Training

If you are successful in joining the Clerking Service, you will need to attend required training through the Octavo Governance training programme. This includes:

- Clerking Service Induction.
- Termly Clerks Briefings.
- Termly clerking service meetings.

Other courses / training may become available and you will be advised of these accordingly.

Data Protection - How we use and protect your personal information

We recognise that when you apply for a job with us, you will be supplying us with a lot of information about yourself. We have to process that data in order to run a fair and effective selection process. We recognise the importance of protecting that data and ensuring that it is only shared with those people involved in the recruitment procedure. We take very seriously the need to protect children and young people, and consequently incorporate safer recruitment practices into our procedure. Some posts require a DBS check to be undertaken, and for these we require additional information to consider your application.

We collect a range of information about you. This includes:

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- Title;
- Name;
- Address;
- Contact details;
- Employment and work experience history;
- Skills;
- Salary;
- Education and Qualifications, including dates;
- References;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Disclose of criminal and child protection matters (where applicable);
- Driving details (where applicable); and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers and information from Disclosure Barring Service. For posts where a DBS is required, we follow safer recruitment practice, which is to seek references on all short-listed candidates. Your consent to this is included in the application form. DBS checks are only carried out once a conditional offer of employment has been made.

Why does Octavo process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. In some cases, Octavo needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Octavo has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims. We have considered whether those interests are overridden by the rights and freedoms of job applicants and have concluded that they are not.

Octavo Partnership processes health information so that if necessary we can make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its responsibilities and exercise specific rights in relation to employment. Octavo processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for

the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, Octavo is obliged to seek information about criminal convictions and offences. Where Octavo seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

We may ask a successful applicant to undertake a pre-employment health questionnaire, and this is undertaken via our third-party occupational health provider.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Criminal Record Checks

If you are successful for a post that requires a DBS check, we will carry this out via our Umbrella Body which is Croydon Council. Octavo is licensed through the council to use the on-line E-DBS system to complete these pre-employment checks. The specific data the E-DBS system requires for each application is provided by the employee in the form of original documentation shown to Octavo HR staff at the time the application is entered on to the system. The ensuing Disclosure certificate is sent directly to the employee who is required to show this to Octavo. The issue date and unique certificate reference number are the only details retained by Octavo on its electronic establishment record which is accessible by HR staff.

If we receive criminal conviction information about you via the E-DBS checking process, we will use this to decide if we can proceed with your appointment. Whatever the outcome, we will retain the data and details of the considerations that were made, in a secure file to protect our future legitimate business interests. This is in line with statutory guidance about safer recruitment.

How we protect your data

Octavo takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Octavo utilises and expands on the National Cyber Security Centre (NCSC) Cyber Essentials Framework to secure our data. Data is protected by firewalls, local and domain passwords or personal identification numbers. All mobile devices are encrypted. Octavo limits the access to data by applying network policies using Microsoft Windows Active Directory, Microsoft 365 Security and Compliance or an appropriate mobile device management system solution. All Microsoft Windows devices are protected with anti-virus software which is updated regularly. This protection includes potential unwanted applications (PUA) and malware. All Microsoft Windows devices are configured to regularly download operating and application updates. All data stored on Octavo servers is backed up daily to a secure remote off-site backup service.

We will also make hard copies of your information, and this will be held (and subsequently destroyed) confidentially.

The organisation will not transfer your data outside the European Economic Area.

Our recruitment processes are not based solely on automated decision making.

Where we store your data and who will see it

Your application form, equalities information, and, if you have applied for a post that requires a DBS check, your self-disclosure form and references will be stored electronically in a folder accessible by the HR team.

Your application form and personal statement will be shared electronically with the selection panel, and they may make hard copies of them. If you have applied for a post that requires a DBS check, your self-disclosure form and references will be made available to the panel members in electronic and/or hard copy formats after you have been shortlisted.

As part of the selection process, the panel will make hard copy/electronic notes with regard to their shortlisting decisions, and during any interviews and/or selection exercises. They will retain those documents in line with our retention statement below.

How long we keep your data

If you are successful, all the data gathered in the recruitment process will be transferred to your personnel file and retained during the time of your employment. We will send you a full privacy notice describing the data Octavo keeps for all its employees.

If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 9 months. We keep the data for this long in case Octavo needs to respond to any challenges to the process. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain the recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UKVA legislation.

Your rights in relation to the data Octavo holds about you

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR section via careers@octavopartnership.org

Data Protection Officer

We are not required to appoint a Data Protection Officer under the GDPR but have decided to do so voluntarily and our Data Protection Officer is Mr. Jolyon Roberts. To contact our Data Protection Officer please email enquiries@octavopartnership.org and state 'FAO Data Protection Officer' or write to:

Data Protection Officer Octavo Partnership 4th Floor, The Clock Tower Katharine Street Croydon CR9 1ET

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk/>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.