



LITTLE WALTHAM

C.E.V.A. Primary School

Recruitment Pack



“Aspiring to inspire others towards excellence, developing as individuals together in a distinctive Christian environment.”

"For the body is not one member, but many." 1 Corinthians 12:14

Our mission as a church school is to be – loving, welcoming and succeeding with faith, family and friendship at the centre of all that we do. The key Christian values that are the core of our school life are forgiveness, creation, koinonia, reverence, service, wisdom, trust and endurance.

Thank you for your interest in joining the staff at Little Waltham Primary School. We hope that you will find the enclosed information about the school useful.

We are an inclusive school where we promote a culture where pupils are happy, keen and ready to embrace learning, in the knowledge that with the right support, they can reach their true potential.

We encourage you to visit our school. One of our members of staff would be pleased to show you round the school. Please contact the school office on 01245 360246, or admin@littlewaltham.essex.sch.uk to arrange a visit.

Our School

Positioned to the north of the popular and fast expanding City of Chelmsford and close to Broomfield Hospital, the school is nevertheless located in a village environment with roots as a Church School dating back to 1870.

Over the last three years the school has grown from 145 pupils to over 200 on the back of continuing housing growth in the area. The expansion at Little Waltham School has been supported by the Local Authority with two brand new permanent classrooms and two well-appointed re-locatable class bases, which the older children love. Inside, the school is well equipped with modern furniture, smartboards and a recently re-equipped IT suite. Our outside areas have also been enhanced with some excellent PE equipment and re-energised spaces.

The school's active PTA committee funds all manner of enrichment activities and equipment as part of its annual fund-raising activities.

Our excellent 'School House' facility, fully refurbished in 2012, provides the opportunity for the provision of Breakfast and After School Clubs, as well as a facility for small group work, cooking activities, or quiet working area during the school day.

The school's growth means that it now has a one form entry of 30 pupils. Pupils are drawn from the village and neighbouring catchment areas. The behaviour in the school is good and we have a behaviour system that builds on positive attitudes and achievements.

Applicants are encouraged to view the school's website for an insight of life at Little Waltham School at: <http://www.little-waltham-school.co.uk/>



Our Vision and Values

Aspiring to inspire others towards excellence, developing as individuals together in a distinctive Christian environment.

*"For the body is not one member, but many."
1 Corinthians 12:14*

At Little Waltham CE VA primary school, we work together to inspire others towards excellence. We do this in a distinctively Christian environment where our vision and values underpin all that we do. We, like the body of Christ are a team. The body is not supported by one person, but by all of us. We are strongest working together in unity, which is key to living life in harmony so that we can do God's will.

Our eight values of Creation, Endurance, Forgiveness, Koinonia, Reverence, Service, Trust and Wisdom chosen by the Staff, Governors and Children, reflect the aspirations we have for each pupil, to inspire a high level of spiritual and moral reflection and to challenge them to take responsibility for their own actions.

Our Mission Statement

Our mission as a church school is to be:

Loving, Welcoming and Succeeding with Faith, Family and Friendship at the centre of all that we do.

Some further views of the school's outside facilities





A copy of our Recruitment Procedure is available upon request.

Privacy Notice

Recruitment Records

We collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details
- Education History
- Employment History
- Vetting information
- Referee Contact Details
- Proof of Identity (e.g. Driver's licence, passport)
- Proof of right to work in UK where required
- National Insurance Number
- Proof of professional qualifications

The records may also contain special category personal information, for example:

- Additional Needs (for interview purposes)
- Proof of right to work in UK where required

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service

For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.