

Leighton Primary and Preschool Job Application Pack



Site Manager

Message from the Headteacher

Welcome to Leighton Primary and Preschool!

I am privileged to introduce myself as the Headteacher of Leighton.

Pupils at Leighton are kind, caring and supportive of each other and enjoy their learning. From my time here so far, I have seen that children and staff are keen to demonstrate our values of , 'Ambition, Respect, Community'.

Leighton is a vibrant community school where our hard working team of staff and governors are committed to providing a high quality education for our children within a safe and stimulating environment.

Our exciting curriculum is carefully designed to motivate children and spark their interests while taking into account the unique context that is Leighton. Our dedicated staff support each child to develop their confidence, celebrate their talents and achievements, enable them to grow into responsible citizens and achieve the very best they can.

We recognise and celebrate the uniqueness of every child. We nurture the children in order to develop learning experiences that help them to 'Achieve and Grow Together' so they can reach their full potential.

We are committed to working closely with our parents whilst striving to develop an open, honest and transparent partnership. We actively promote parental involvement and engagement in the education of our children and school life. We endeavour to ensure that as parents you are well-informed and provide you with many opportunities to be involved in your children's learning and achievements.

Our school website is designed to give you a flavour of life at our school. However, we would be delighted for you to visit Leighton and see for yourself.

The Governors, Staff and Children are very proud of our school and I look forward to welcoming you and your child to Leighton.

Mrs A Woolner

Headteacher

Our School Values

The school's values; Ambition, Respect and Community are the foundation of our work at Leighton.

Our ultimate goal is to seek excellence in everything we do and ensure that everyone experiences enjoyment in their learning whilst *Achieving and Growing Together*. The Leighton team aim to achieve this through:

- Partnerships and relationships
- Activities, experiences and pedagogies
- Our environment and resources
- Attitudes and aspirations

Partnerships and Relationships

We:

- believe our first responsibility is to the children.
- strive to build trust with stakeholders
- stress the importance of working in partnership with parents and alongside the community to provide a high quality, effective education.
- will have open, honest and transparent communication with all stakeholders.
- have a group of supportive Governors who are aspirational for the school and all the pupils
- will ensure that everyone feels safe, happy and secure in school by insisting on positive behaviour and consideration for others. These respectful relationships are the foundation of all that we do.

Activities, Experiences and Approaches

We will:

- provide a broad varied range of activities, experiences and opportunities within and beyond the National Curriculum catering for a wide range of needs and talents.
- be inclusive, ensuring all pupils have access to the school's curriculum.
- be flexible and responsive in producing challenging opportunities and enriching activities.
- provide staff with access to high quality professional development that enhances effective classroom provision.

Environment and Resources

We will:

- maintain and further develop a school environment of the highest quality and encourage a sense of pride in our school.
- ensure everyone has access to excellent resources and will make use of new developments and technology to equip us all for success in tomorrow's society.

Attitudes and Aspirations

We will:

- recognise and celebrate the achievement of everyone.
- work together to encourage independence through promoting reasoned decision-making.
- create a purposeful learning environment in which work of the highest standard is produced and where individuals of all abilities are given every opportunity to realise their potential.
- continue to be a forward looking, innovative school, working together to achieve excellence.
- continue to be self evaluative, reflective and curious about future developments of the school



Job Advertisement

| | |
|----------------------------|---|
| HEADTEACHER | Mrs Amy Woolner |
| CONTACT INFORMATION | 01733 232949 cneville@leightonprimary.net |
| POSITION | Site Manager |
| SALARY | Grade 7 - 30 Hours per week - 52 weeks per year Must be able to start at 7am, other hours negotiable £14.82 per hour to increase with support staff pay award in April 26 |
| REQUIRED START DATE | ASAP |

Leighton Primary and Preschool are looking for a proactive, committed and reliable **Site Manager** to join our team. This is a vital role in ensuring our school environment is safe, secure, and well maintained for our pupils, staff and wider community.

About the Role:

As Site Manager, you will take responsibility for the day-to-day maintenance, cleanliness and security of our school site. You will work closely with the School Business Manager, Headteacher and external contractors to ensure our facilities are managed to the highest standards. Duties will include site security, basic repairs and maintenance, managing heating and lighting systems, liaising with contractors, and responsibility for health and safety compliance.

We are looking for someone who:

- Is highly organised and takes pride in their work
- Has experience in building maintenance, caretaking or a similar role
- Can carry out a range of DIY and maintenance tasks
- Is reliable, trustworthy and flexible with working hours
- Understands health and safety responsibilities
- Can work independently and as part of a team
- Has good communication and record-keeping skills

In return, we offer:

- A friendly and supportive team environment
- A school community that values your contribution
- Ongoing training and development opportunities
- A chance to make a real difference to children's learning environment
- 14.4% pension contribution from the school for April 2026 - March 2027

Visits to the school are warmly welcomed. Please contact the HR Manager by email cneville@leightonprimary.net to arrange a visit.

Closing Date: Friday 17th April 2026

Interviews will be held on: Tuesday 28th April 2026

Leighton Primary and Preschool is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

JOB DESCRIPTION - SITE MANAGER

| | |
|------------------------|---|
| POST TITLE | Site Manager |
| POST HOLDER | |
| SALARY/HOURS | Grade 7 - 30 Hours per week - 52 weeks per year |
| REPORTING TO | School Business Manager |
| RESPONSIBLE FOR | |

Job Purpose:

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes health and safety, security, key holder, cleanliness, portorage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

General Responsibilities

- ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- be responsible for the health & safety of the site
- undertake repairs and DIY projects
- security of the school site including locking and unlocking
- ensure the cleanliness of the school is adhered to by managing external cleaning contractor and grounds contractors
- delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.

Specific Responsibilities

PREMISES MANAGEMENT

- monitor the day to day maintenance, repair and cleaning of the school
- in conjunction with the School Business Manager (SBM)/Headteacher, monitor both the building maintenance and cleaning materials budget
- attend the Governors' Committee meetings to update on premises
- advise and carry out on a rolling programme of redecoration/refurbishment
- order and supervise repairs and act as project manager for small maintenance

- contracts and improvement schemes, ensuring best value for money is received
- assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects
 - develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
 - carry out regular (daily, weekly, monthly) monitoring and inspection checks of the premises, equipment and grounds keeping accurate manual records where appropriate and also on the school's system
 - monitor work requests on the premises hazard spot list ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
 - undertake the appraisal reviews of cleaning staff, ensuring continuing professional development in liaison with the School Business Manager

SECURITY

- be responsible for the security of the premises, liaising with contractors and key holder company ensuring the Headteacher and SBM are kept informed.
- be responsible for unlocking and locking of the school during term and school closure periods. Act as main keyholder for the school on call-outs.
- Providing access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.
- ensure that at the end of the day all doors, windows and gates are locked, electrical appliances are turned off and all security alarms are set and working correctly.
- consistently check all perimeter fences, security devices, fire appliances, CCTV systems and alarms updating the log.
- monitor, report and advise the SBM/Headteacher on all security matters.
- be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

GENERAL SITE DUTIES

- set and monitor the school heating and hot water systems
- take energy and water readings on a monthly basis and maintain logs
- ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- ensure the school hall floors are kept clean and polished regularly
- ensure that all tools and cleaning products are stored safely and correctly and are not accessible by pupils and that hygiene standards and regulations are

met.

- manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- maintain a register of keys issued on the instructions of the SBM.
- ensure that orders received into school are delivered to the appropriate area / person as necessary
- ensure that routine statutory maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded and filed accordingly
- ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- ensure that all projector filters are cleaned monthly
- Organise annual PAT testing and keep accurate records
- ensure all indoor and outdoor plants are adequately watered during school closure periods
- ensure that the bins in and outside are cleaned and emptied regularly
- undertake window cleaning as required and arrange gutters cleaning
- Ensure the gutters around the school are kept clear of balls and play equipment.
- Ensure the grounds are kept clear of leaves, litter and soil 'wash off'
- Maintain sufficient supplies of salt and ensure routes into school are salted for use as per the policy providing safe access to the school in the event of snow, ice or flooding
- Maintain adequate levels of cleaning materials and monitor usage
- collect and dispose of all waste, refuse and surplus materials
- clear up bodily fluids after accidents adhering to health & safety procedures
- manage the programme of summer cleaning
- carry out emergency/cover cleaning if required
- Manage the fire drills and lockdown logs, evaluate the evacuations, maintain the logs and act as a fire marshall
- Ensure all caretaking and cleaning equipment is in a safe, clean and working condition

HEALTH & SAFETY

- ensure that all working practices for yourself and the cleaning team comply with current legislation, safeguarding and health and safety regulations
- have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- duties to be carried out in compliance with the Health & Safety at work Act, and the School's and LA Health & Safety Policy and Procedures
- maintain and develop the school's risk assessments
- maintain the school's COSHH and asbestos registers
- Ensure statutory checks are carried out for compliance
- Work with external agencies to implement actions from H&S audits, FRA, legionella, asbestos reports etc

- Undertake IOSH Managing Safely training and other relevant training courses required for the role

ADMINISTRATION

- Competent in the use of word/excel and emails
- maintain the school's equipment, plant inventory and asset register
- maintain contractor log
- order repairs and maintenance items in line with school ordering process
- maintain a log of all inspections and checks carried out
- maintain a list of repairs/improvements on google
- establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- maintain all tools and equipment in good repair and arrange for the training for safe use
- ensure power tools are inspected before use, are PAT tested as required and risk assessed prior to use
- assist the SBM with obtaining tenders and quotes
- carry out regular H&S inspections and complete/review risk assessments
- carry out other duties of a similar nature from time to time as may be required by the SBM/Senior Leadership Team

Further information:

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person specification

| Qualifications and Experience | Essential | Desired |
|--|-----------|---------|
| Hold recognised training/qualifications associated with premises management | X | |
| Significant experience or skills in a trade | | X |
| The ability to understand and apply regulations such as Health and Safety, Manual Handling, COSHH, Legionella etc | X | |
| The ability to operate and understand electrical/mechanical systems | X | |
| Risk Assessment experience/qualification | X | |
| Competent at basic building repairs and maintenance | X | |
| To be able to use small industrial, electrical and mechanical equipment | | X |
| Staff Management Experience | | X |
| Ability, Skills and Knowledge | Essential | Desired |
| Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post | X | |
| Good communication skills | X | |
| Excellent numeracy and literacy skills | X | |
| Competent in working with IT systems and virtually | X | |
| Sound planning and negotiating skills | X | |
| Ability to gather information, analyse data and problem solve | X | |
| Ability to manage own time effectively and demonstrate initiative establishing priorities | X | |
| Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests | X | |
| Display systematic and logical approach to variety of tasks necessary for the smooth running of the school | X | |
| Ability to manage people directly and indirectly | X | |
| Ability to adapt to changing and conflicting demands | X | |
| Ability to be flexible and work as part of a team or individually as required | X | |
| Ability to contribute to the life of the school | X | |

| | | |
|--|---|--|
| Ability to adhere to the schools policies and procedures and most importantly the equal opportunities policy, child protection policy and all health and safety related policies | X | |
| Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely. | X | |

Further Information:

For further information on this vacancy please contact cneville@leightonprimary.net.

Leighton Primary and Preschool Support Staff Application form

Employment Application Form: Support

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

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

| | |
|-------------------|--|
| Vacancy Job Title | |
|-------------------|--|

Part 1: Information for Shortlisting and Interviewing

Initials: ■

Surname or Family Name: ■

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

2. Current/Most Recent Employment:

| | |
|---|--|
| Name, and address of employer: | |
| Job title: Please enclose a copy of the job description, if possible | |
| Date appointed to this post: | |
| Current salary: | |
| Date available to begin new job: | |

4. Secondary Education and Qualifications

| Name of school/college | From | To | Examination passed (i.e. A-Level, GCSE), subject and grade |
|------------------------|------|----|--|
| | | | |

5. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

| Name of FE college, university or awarding body | Dates | | Full or part-time | Qualifications obtained |
|---|-------|----|-------------------|-------------------------|
| | From | To | | |
| | | | | |

6. Other Relevant Experience, Interests and Skills

7. Referees

Please provide 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 all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

| | |
|----------------------------|--|
| Title and name: | |
| Address and postcode: | |
| Telephone number: | |
| Email address: | |
| Job title: | |
| Relationship to applicant: | |

I consent to this reference being requested before interview.

Yes: No:

Second Referee

| | |
|----------------------------|--|
| Title and name: | |
| Address and postcode: | |
| Telephone number: | |
| Email address: | |
| Job title: | |
| Relationship to applicant: | |

I consent to this reference being requested before interview.

Yes: No:

8. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

| | |
|--------|--|
| Sign: | |
| Print: | |
| Date: | |

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

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

9. Personal Information

| | |
|---|--|
| Surname or family name: | |
| Previous surname(s) | |
| Forenames: | |
| Title: | |
| Current address: | |
| Postcode: | |
| Home telephone number: | |
| Mobile telephone number: | |
| National insurance number | |
| Email address: | |
| DfE reference number: | |
| Do you have a current full clean driving licence? Only applicable for posts that require driving | Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/> |
| Do you require sponsorship (previously a work permit)? | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| If YES please provide details under separate cover. | |

10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) 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.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand 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 may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

11. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is Mrs Tania Garn and you can contact them with any questions relating to our handling of your data. You can contact them by emails tgarn@leightonprimary.net.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

12. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

13. 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 summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

| | |
|-------------------------|--|
| Signature of applicant: | |
| Print name: | |
| Date: | |

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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 confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

| Ethnicity | Workforce census code | | Please tick | Sexual orientation | Please tick |
|------------------------|-----------------------|---|-------------|-----------------------|-------------|
| White | WBRI | British English Welsh Northern Irish Scottish | | Bi-sexual | |
| | WIRI | Irish | | Gay Man | |
| | WIRT | Traveller of Irish Heritage | | Gay Woman | |
| | WROM | Gypsy / Roma | | Heterosexual | |
| | WOTH | Any other White background | | Other | |
| Mixed | MWBC | White and Black Caribbean | | Prefer not to say | |
| | MWBA | White and Black African | | | |
| | MWAS | White and Asian | | Gender | Please tick |
| | MOTH | Any other Mixed background | | Female | |
| Asian or Asian British | AIND | Indian | | Male | |
| | APKN | Pakistani | | Transgender | |
| | ABAN | Bangladeshi | | Prefer not to say | |
| | CHNE | Chinese | | | |
| | AOTH | Any other Asian background | | Personal relationship | Please tick |
| Black or Black British | BCRB | Black – Caribbean | | Single | |
| | BAFR | Black – African | | Living together | |
| | BOTH | Any other Black background | | Married | |
| Other ethnic group | ARAB | Arab | | Civil Partnership | |
| | CHNE | Chinese | | Prefer not to say | |
| | REFU | Refused/Prefer Not to Say | | | |
| | OOTH | Any other ethnic group | | | |

| Religion or belief | Please tick | Disability Do you consider that you have a disability? | Please tick |
|---|-------------|---|-------------|
| No religion | | Yes - Please complete the grid below | |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | | No | |
| Buddhist | | Prefer not to say | |
| Hindu | | | |
| Jewish | | My disability is: | |
| Muslim | | Physical Impairment | |
| Sikh | | Sensory Impairment | |

| | | | | |
|---|--|--|---------------------------------|--|
| Any other religion (Please write this in the box) | | | Mental Health Condition | |
| Prefer not to say | | | Learning Disability/ Difficulty | |
| | | | Long-standing illness | |
| | | | Other | |
| | | | Prefer not to say | |