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| --- | --- | --- | --- |
| **Personal Details**Description: Description: Description: D:\Users\Colin\Websites\Russell Trust\images\RET_iD.jpg | | | |
| Last name |  | Title |  |
| First name(s) |  | Previous names |  |
| Address  (including postcode) |  | National Insurance no. |  |
| DfE no. |  |
| QTS date of recognition |  |
| Home telephone |  |
| Mobile telephone |  |
| Email address |  | | |



Application for the post of: **Office Manager**

**at St Andrew the Apostle School**

Deadline for Applications: **9am on Monday 7 February 2022**

Please return to: [vacancies@standrewtheapostle.org.uk](mailto:vacancies@standrewtheapostle.org.uk)

**Education and Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution name and address | From (mm/yy) | To (mm/yy) | Subjects, Qualifications, Grades, Honours |
| Secondary (post 16) |  |  |  |
| Higher Education |  |  |  |
| Postgraduate (inc. PGCE) |  |  |  |

**Previous Employment (please start with your current/most recent post and work backwards)**

*For educational employment, please include details of type of school, LA, age range, boys/girls/mixed, key stages taught and any other relevant information. For other organisations, please briefly outline the nature of its work and your role.* ***Please copy and paste additional tables as required and detail all employment since the age of 18. Details of any gaps in employment should be recorded in the section following.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title |  | From (mm/yy) |  | To (mm/yy) |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of school (or organisation): | | | |
| Address |  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title |  | From (mm/yy) |  | To (mm/yy) |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of school (or organisation): | | | |
| Address |  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title |  | From (mm/yy) |  | To (mm/yy) |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of school (or organisation): | | | |
| Address |  |  | | | |

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| --- | --- | --- | --- | --- | --- |
| Role / title |  | From (mm/yy) |  | To (mm/yy) |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of school (or organisation): | | | |
| Address |  |  | | | |

**Periods when not working**

*Please give details of any voluntary work and other periods when you have not been employed. Please add extra rows if necessary.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (mm/yy) |  | To (mm/yy) |  | Reason |  |
| From (mm/yy) |  | To (mm/yy) |  | Reason |  |
| From (mm/yy) |  | To (mm/yy) |  | Reason |  |
| From (mm/yy) |  | To (mm/yy) |  | Reason |  |

**Recent, relevant professional development**

*Please add extra rows if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Date(s) | Duration | Awards (if any) |
|  |  |  |  |  |
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**Interests**

*(Both professional and leisure)*

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|  |

**Statement of Application**

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| --- |
| * In support of your application, please attach a statement, of no more than 2 sides of A4, giving your reasons for applying for this post. If typed, please use font Arial 11 point or equivalent. * Include any information which you consider relevant to this application, addressing the key areas in the person specification. |

**Referees**

*Please note:*

* References will only be sought for short listed candidates.
* **Please provide professional contact information for referees** (e.g. work address and email).
* To comply with safer recruitment guidelines, it is our policy to obtain references prior to interview. If you have concerns regarding this please contact us.
* The first reference must be your present or most recent employer.
* **If any of your references relates to your employment at a school or college, your referee must be the Headteacher or Principal**. (If you are a serving Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.)
* If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
* If you are not currently working with children but have done so previously, the second referee must be that employer.
* Please do not give relatives, or people solely in the capacity as friends, as a referee.

Other previous employers may also be approached for information, before interview, to verify details on your application form, such as particular experience or qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Capacity known in |  | Capacity known in |  |

**Other Information**

|  |
| --- |
| Are you related to or do you have a close relationship with any staff or Governors of this school?  **YES/ NO** |
| If **YES,** who and in what capacity? |
| Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden. |
|  |

**Work Permits**

|  |
| --- |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment inthe UK?  **YES/NO** |
|  |
| If you are successful in your application, would you require a work permit to work in the UK? |
| **YES/NO** |
| If YES**,** please specify your circumstances**:** |

**Disclosure and Barring and Recruitment Checks**

|  |  |  |  |
| --- | --- | --- | --- |
| **The School/Trust is legally obliged to carry out an enhanced Disclosure and Barring Service (DBS) Check before making appointments to relevant posts.**  The DBS check will reveal bothspent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check. **It is an offence to seek employment in regulated activity if you are on a barred list.**  Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the School’s privacy notice.  **Do you have a DBS certificate?:** **YES/NO** Date of check:  If you have lived or worked outside of the UK in the last 5 years, the School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** **YES/NO**  *Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Any convictions listed on a DBS check will be considered on a case-by-case basis.* | | | |
|  | | | |
| **Data Protection** | | | |
| The personal information you provide on this form and during the recruitment process, will be used to progress your application for employment, and, if your application is successful, to administer your HR record. The School may also ask you for feedback on the recruitment process; and where appropriate, may inform candidates of future vacancies that they might be interested in,  We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You can find more information on how we use your personal data in our Privacy Notice for Job Applicants which can be found here<https://www.standrewtheapostle.org.uk/privacy.php>  By choosing to register as a candidate you are agreeing to your information being held and used as described above and in our privacy notice, particularly, you agree to your personal information being used as part of the recruitment process and for equal opportunities monitoring. You can withdraw your consent at any time by contacting the School. | | | |
|  | | | |
| **Declaration** | | | |
| **I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.** | | | |
| **Signed** |  | **Date** |  |

**EQUALITY MONITORING FORM – CONFIDENTIAL**

Please complete and return this form with your application. The form will be separated from your application and used to monitor our recruitment and selection processes only. The information on this form will not be shared with the selection panel.

King’s School aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, sex, disability, sexual orientation, religion-belief, age or any other protected characteristic. In order to monitor the effectiveness of our equality policy, the school requests that all applicants complete this form. We are conscious however that you may wish not to identify yourself under some or all of these characteristics and therefore provide that option.

In accordance with the General Data Protection Regulations 2018, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

|  |  |  |
| --- | --- | --- |
| **Gender** |  Female  Male Non-binary Other preferred term Prefer not to say | |
| **Date of birth** | \_ \_ / \_ \_ / \_ \_ \_ \_ | |
| **Ethnicity**  Schools are required to monitor the ethnic group of their workforce. These categories are recommended by the Equality and Human Rights Commission and are used in the population census.  Please tick one category | I do not wish to identify at this stage |  |
| White British |  |
| White Irish |  |
| White – any other background, please write in: |  |
| Mixed White and Black Caribbean |  |
| Mixed White and Black African |  |
| Mixed White and Asian |  |
| Mixed – any other mixed background, please write in: |  |
| Asian or Asian British Indian |  |
| Asian or Asian British Pakistani |  |
| Asian or Asian British Bangladeshi |  |
| Chinese |  |
| Asian any other background, please write in: |  |
| Black or Black British Caribbean |  |
| Black or Black British African |  |
| Black or Black British – any other background, please write in: |  |
| Any other background please write in: |  |
| **Disability**  Do you have a disability? |  I do not wish to identify  No  Yes  Definition of disability under the Equality Act 2010 is ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities and has lasted, or is expected to last,  12 months or more’. | |
| **Sexuality** |  I do not wish to identify  My sexuality is: | |
| **Faith or Belief** |  I do not wish to identify  I do not hold a faith or belief   My faith or belief is: | |
| **Where did you see this post advertised?** |  | |