Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification and Job Description.

**CVs will not be considered and must only be used as supplementary information**

**Please email completed application forms to: sammurray@thewritetime.org.uk**

|  |  |
| --- | --- |
| **1. JOB DETAILS**Post applied for: **School / Quality Assurance Administrator**Location: **Croydon/ South London** | Where did you see this post advertised? |
| **2. PERSONAL DETAILS**Title:  Surname: First Names: Name by which you want to be known by:  | List below any other names by which you have been known: |
| Address:Post Code:E mail address:  | Home Telephone: Mobile Telephone:Work Telephone:May we contact you at work?  |
| ISA Registration Number: | National Insurance No: |
| **Immigration, Asylum and Nationality Act 2006:**It is a criminal offence to employ persons whose status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy The Write Time that the Immigration, Asylum and Nationality Act 2006 is being complied with.Are you eligible to work in the United Kingdom? Do you need a work permit to work in the UK? If you do you need a work permit to work in the UK please provide details: |
| If appointed, how soon could you take up the post?  |
| Have you had any previous contact with , or do you have any current contact with The Write Time?If yes, please give details: |
| Do you hold a current UK driving licence?  |

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| **3. EDUCATION, TRAINING AND DEVELOPMENT**Please list your academic and other relevant qualifications, and dates passed starting with the most recent.

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| Date  | Qualification Name | Grade |
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 **If the post requires specific qualifications you will be required to provide documentary evidence before employment.**Please describe other relevant learning (e.g. training courses):

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| Date | Training Provider | Course |
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**(continue on additional sheet if necessary)** |
| **4. PRESENT OR LAST EMPLOYER**Employer’s name and address:Post held: Date commenced: If left, give date of leaving:Salary:Please give a brief description of your duties and responsibilities: **(continue on additional sheet if necessary)** |
| **5. PREVIOUS EMPLOYMENT AND EXPERIENCE**Please list your employment history starting with your present or most recent employer. Provide details of any gaps in your employment history (of two weeks or more) in a covering letter. This should include the length of the period of unemployment, the reason you were unemployed and what you did to occupy your time.

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| --- | --- | --- | --- |
| Date from/to | Name of employer | Duties | Reason for leaving |
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| Date from/to | Name of employer | Duties | Reason for leaving |
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| Date from/to | Name of employer | Duties | Reason for leaving |
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| Date from/to | Name of employer | Duties | Reason for leaving |
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**(continue on additional sheet if necessary)** |
| **6. SKILLS AND EXPERIENCE**Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service). |
| **7. REFERENCES**Please give the name and address of two referees, **one of whom should be your current or most recent employer**, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent** |
| **Referee 1**Name:Position: Address: Post code:Email address:Telephone No:In what capacity does this person know you?  | **Referee 2**Name:Position:Address:Post code:Email address:Telephone No:In what capacity does this person know you?  |
| **8. SUPPORTING INFORMATION**Please detail how you meet the **Person Specification and Job Description** for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.**School / Quality Assurance Administrator: Person specification**

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|  **Person Specification** | **Personal Statement**Please give examples of how you meet the person specification in the left column |
| **Qualifications****Essential** * 5 GCSEs (or equivalent) at grade A\*- C (including Mathematics and English Language)
* Successful completion of Post-16 education (e.g., tertiary college or adult education) equivalent to 3 A Levels

Desirable* Attainment of FE/ HE qualification in Business Administration/ Administration/ related subject
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| **Professional Experience****Essential*** Minimum of two years working in an office environment
* Experience of working in an educational setting
* Experience working with educational MIS (e.g., SIMS, Facility, Schoolpod)
* Experience in the reporting of financial and personal data (e.g., budget reporting, cashflow, demographic analysis)
* A successful track-record of working with various stakeholders

**Desirable*** Experience of working with Schoolpod
* Knowledge and experience of working with educational policies relating to Health and Safety, behaviour, Attendance, Safeguarding, and others.
* Experience in building/ premises management
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| **Knowledge****Essential*** Knowledge of school administration and practices
* Knowledge and awareness of the importance of confidentiality and data protection
* An understanding of the school ethos, approach, and student demographic

**Desirable*** An interest in educational current affairs and movements in the education sector
* An understanding of workplace Health and Safety practice
* Experience in the administration and delivery of internal (mock) and public (GCSE/ Functional Skills) examinations
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| **Skillset****Essential*** Ability to undertake a range of office administration, accurately and efficiently including data entry skills
* Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies
* Able to identify, the needs of the school office, including the extended services within school
* Excellent organisational skills
* Ability to prioritise workload and to work to, to meet deadlines, and to creatively problem solve
* Ability to work accurately under pressure in a very busy environment
* Demonstratable experience working across the Microsoft Office suit to an extended/ professional level, including the ability to accurately proof-read and edit professional-standard documents for internal and external distribution
* Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm

**Desirable*** Ability to perform complex data analysis across data groupings; using complex formula taking into consideration the order of operations (as an example)
* Experience in copy editing and proof-reading documents for public consumption
* Ability to maintain and update websites using a variety of methods including HTML, CSS, and JavaScript
* Experience managing departmental spending (budgets and petty cash) and accurate reporting on such
* Experience in collation and submission of SLASC data submissions, with experience in error correction and data conflict resolution
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| **Personal****Essential*** Excellent time keeping with an equally excellent attendance record
* Discreet & confidential whilst remaining professional, tactful & sensitive
* Warm and approachable manner with good inter-personal skills
* Sets high standards and expectations for self
* Flexibility attitude to work including;
* working hours,
* demands and changes in the role
* willingness to be involved in the school
* Total honesty, integrity, and reliability
* Energy, enthusiasm, adaptability and a good sense of humour
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| **9. Personal Declarations****DECLARATION OF CRIMINAL BACKGROUND INFORMATION**The position for which you are applying involves contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be otherwise be considered "spent" under the Act.Have you ever been convicted of any offence or "bound-over" or given a caution? If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".I understand that if my application is successful I will be required to obtain an ISA registration and a CRB Disclosure at the appropriate level.**10. DECLARATION - PLEASE READ CAREFULLY**For the purposes of the Data Protection Act 1998, **I consent** to the information contained in this form, and any information received by or on behalf of The Write Time relating to the subject matter of this form, being processed by them in administering the recruitment process.**I give my consent** for The Write Time to check my ISA registration and register an interest in me with the ISA as long as I am employed / volunteering with The Write Time**I declare** that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. **I understand** that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.Signed: Date: Print Name: All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. |

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