

**Administrator: Trips and Visits**

**Required September 2022**

**Full Time – 37 hours per week, term time only, plus 3 days (38 weeks plus 2 inset days plus one exam results day in August)**

**Salary: H4 pro rata (actual salary from £16,915)**

The Nobel School is a very exciting and vibrant school with 1490 students on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form.

The successful applicant will be responsible for administering all aspects of local, national and international educational trips, including working with subject teachers to ensure that parental communications, incoming payments and travel and accommodation bookings are arranged in an efficient and timely fashion.

The indicative working hours are 8:00am to 4:00pm (3:30pm Friday), but we would be willing to consider arrangements from 30 hours per week for a strong candidate.

The Nobel School prides itself on its excellent working relationships and caring environment. You will need to be friendly, approachable, flexible, a good team player and hardworking, with a good sense of humour.

Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

To apply, please contact Suzanne Crow, Head’s PA (HR@nobel.herts.sch.uk).

The closing date for applications is 12.00 noon on Friday 24 June 2022.

**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

Yours sincerely

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**Martyn Henson**

**Headteacher**

Hertfordshire County Council

Job Application Form

 (Support Staff in Schools)

Post Applied for: at: School

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

**For guidance on completing this form, please look at the Guidance Notes – Support Staff document**

**PERSONAL DETAILS (block capitals please)**

|  |  |
| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address**:  |  |
|  | **Email:** |
|  | **Telephone (Home)** |
|  | **Telephone (Work)** |
| **Post Code**: | **Telephone (Mobile)** |
|  |
| **CURRENT OR MOST RECENT EMPLOYMENT** |
| **Employer’s Name:** |
| **Department/Section:** |
| **Address:** |
| **Job Held:** | **Grade:** | **Salary:** |
| **Date Started:** | **Are you still employed? Yes/No**. |
| If **YES,** amount of notice required  | or, if **NO,** the date employment ended: |
|  |
| **Brief description of the main duties of your job:** |
|  |

**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
|  |  |  |  |  |

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

|  |  |  |
| --- | --- | --- |
| **Dates Attended****From / To** | **Name(s) and Address(es) of Secondary School/College/****University or other** | **Qualifications gained****(State:level/grade/date achieved)** |
|  |  |  |

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| --- |
| **LEISURE INTERESTS** |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| **Name of Institute/Professional Body** | **Current Level of Membership (e.g. corporate)** | **Membership Number** |
|  |  |  |
| Please give details of your involvement with these bodies (e.g. attendance at meetings) |  |

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| **TRAINING AND DEVELOPMENT** |
| Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer.**  **References from friends or relatives are not acceptable.**

|  |  |
| --- | --- |
| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
| : |  |
| **Telephone:** |  |
| **Email address:** |  |
|  |  |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **Email address:** |  |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

|  |
| --- |
| **From what source did you learn of this vacancy?**  |
|  |
| **Are you a relative or partner of any employee or governor of the School?**  | Yes/No |
| **If yes**, please give details: …………………………………………………………... |
|  |
| **Has someone else completed this form on your behalf?**  | Yes/No |
| **If yes**, please provide the person’s name and an explanation: |
|  |

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

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| --- |
| **DECLARATION**I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications. I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature:** | **Date:** |

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE**

**PERSON SPECIFICATION FORM**

Hertfordshire County Council

Person Specification Form

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **School:**  |  |

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

It is essential that you complete and return this form

This form is your chance to show us how well you can do this job

Remember just saying you can do it is not enough; we need an example.

You can use examples from work, school, college, hobbies, voluntary work or daily life.

|  |
| --- |
| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |

|  |
| --- |
| **SKILLS AND ABILITIES** |
|  |
| **EXPERIENCE** |
|  |
| **KNOWLEDGE** |
|  |
| **Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.** |
| **Signed :** | **Date**: |