Receptionist/Assistant Administrator

Hayfield Cross

Church of England School

CV and Personal Statement Form

Thank you for applying for a Receptionist/Assistant Administrator post at Hayfield Cross. Please complete your application on the Teach Northamptonshire website and use this form to provide your CV and Personal Statement. Please upload the completed form into the ‘personal statement’ section on your Teach Northamptonshire application and leave the separate CV section blank (please do not provide a separate CV). Please type into the empty boxes which will expand as you type.

**Applicant Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

**Current Employment**

|  |  |
| --- | --- |
| **Employer name and address** |  |
| **School Type** **(if applicable)** | (Primary/ Infant/ Junior/ Secondary/ Special) |
| **Position/ responsibilities held** | (please list all responsibilities held with date started each one) |
| **Current pay point** |  | **Date appointed** |  |
| **Full / part time?** |  | **Permanent/ temporary** |  |

**Previous School Experience (if applicable)**

*(Please list all employment in a school setting)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****From – To (m/y)** | **School/ Academy** | **Primary/ Infant/ Junior/ Secondary/ Special**  | **Town/ City** | **Post(s) held** | **FT/PT** |
|  |  |  |  |  |  |

**Other Employment History**

(Please list all other employment from leaving school. Please include all roles including breaks and volunteer work as all gaps must be accounted for).

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| --- | --- | --- | --- |
| **Dates****From – To (m/y)** | **Name of employer/ location** | **Post held** | **FT/PT** |
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**Education and Qualifications**

(Please include all formal qualifications including GCSE/O-Levels, A-levels, sixth for, FE and university)

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| --- | --- | --- | --- |
| **School/ Academy/ Institution**(including dates attended) | **Qualifications and Grades** | **FT / PT** | **Date Awarded** |
|  |  |  |  |

**Training and Courses**

(Please include any training and qualifications relevant to this post)

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| --- | --- | --- |
| **Training/ Course/ Qualification** | **Provider** | **Date(s)** |
|  |  |  |

**Personal Statement**

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| **Why do you Want to join our team at Hayfield Cross Church of England School?** |
|  |

**For your supporting statement below please write no more than one side of A4 pages outlining any relevant information on these bullet points:**

* Any prior experience of working with children, especially in a school setting
* Values education and the difference it makes to children’s lives
* Has initiative and is proactive in spotting problems and solving them
* Good communication skills and working within a team
* Ability to ensure all statutory health and safety requirements are met
* An understanding about confidentiality and safeguarding in school.

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| **Supporting Statement** |
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| **References** |
| Reference 1 Reference 2Name: Name:Address: Address:Telephone number: Telephone number:Email address: Email address: |