

 **Lettings Duty Officer – Bank Staff**

**52 weeks per year variable hours contract**

**Salary: H1.2 (£9.18 per hour) rising to £15 per hour for undertaking inductions or group training with existing customers.**

**Required: asap**

Dear Applicant

Thank you for your interest in this vacancy. The Nobel School is a very exciting and vibrant Ofsted rated “Good” secondary school with 1490 on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form.

We are looking for a Duty Officer for our Lettings Department who would be prepared to cover weekend and evening shifts on a regular and rota basis. There will also be overtime available to cover staff absence.

You should be a talented administrator with some ICT skills, a passion for sport/fitness and ideally a Level 3 Fitness or coaching qualification.  Applicants with a Level 2 qualification that aspire to gain their Level 3 may apply - a contribution towards their Level 3 qualification may be considered for the right applicant. Once qualified to Level 3, the successful candidate will be expected to undertake inductions or group training with existing customers at a higher rate of pay.

The post is for 52 weeks of the year, on a variable hours contract

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.

Our school continues to make progress and close gaps. Our Attainment 8 score and Ebacc Average Point Score, over the past three years has been in line or above the national average for schools. In addition, the school has made significant improvements for vulnerable groups; Nobel CLA students’ progress score was better than the 2018 and 2019 national CLA figure. The progress of disadvantaged students is showing a continuing three year trend of improvement.  The progress of students in English was above national progress levels for every group level and 80% of students gained a 4 or above in English. KS5 outcomes have been consistently strong over the last six years with four years having a Value Added score that has been significantly positive compared to national. The size of The Nobel School Sixth Form has increased year on year and the school supports students to attain relevant qualifications so that they progress to the next stage of their education and into courses that lead to higher level qualifications and jobs that meet local and national needs.

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 an enhanced DBS check and satisfactory references. We welcome applications from applicants regardless of age, gender, ethnicity or religion.

Please visit our website for further information or better still, come and see us on an informal visit. To arrange a

pre-visit, during which you would be made warmly welcome, or for additional information, please contact

Tom Kennedy-Ota (Lettings Co-ordinator) 01438 735002.

Please complete our application form below. All applications should be made through the relevant recruitment website, or may be sent electronically to HR@nobel.herts.sch.uk **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** otherwise the closing date for applications is 11:59pm, Sunday 22 December 2019 and the interview date is TBC. Please note that we do not accept CVs in place of application form.

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**: |