



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

INFORMATION AND GUIDANCE FOR APPLICANTS

Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives.

Introduction

Thank you for your interest in the position of Administrative Assistant. These guidance notes are designed to assist you in completing your application. Application packs and more general information about the School can be found on our website www.townclose.com/vacancies

Town Close House was founded in 1932 as a boys' prep school. It now takes both boys and girls with about 480 pupils aged from 3 – 13. The School is situated close to the centre of Norwich on a beautiful 15 acre site, including 10 acres of woodland. It is based around two large town houses and their extensive gardens.

The remarkably friendly and open atmosphere here is something that parents, children and staff all confirm.

We are a progressive and flexible employer, committed to equal opportunities, and we expect all our staff to incorporate the School core values into their day to day work, treating each other with respect and dignity.

The role is an important part of the School team, and we very much hope you will want to apply to join us.

Applying for a job with us:

Please note:

- That our application form is comprehensive and includes a supporting statement section for you to expand on your application. It may be completed manually (please use black ink) or electronically. If you require a Word version of the form and have only been able to download a PDF version from our website – please email prepsec@townclose.com and we will email the document to you.
- Sending curriculum vitae (CV) is not normally an acceptable substitute for the application form. However, if a disability precludes you from completing the standard form, please contact the Prep Secretary who will be able to advise you on an alternative means of applying.

- We do not routinely acknowledge receipt of applications. Applicants requiring acknowledgement of their application must enclose a stamped addressed envelope when returning their form.
- Incomplete forms and partially completed forms marked “please see enclosed CV” will not be considered.
- Forms received after 5pm on the closing date will not be accepted.
- In the interests of economy and as a relatively small organisation, the School is only able to contact those applicants who are short-listed for interview. If you have not heard from us within 6 weeks of the closing date then please assume that your application has been unsuccessful.
- If you would like to give the School any additional relevant information which you have not been able to do on the application form then please include this in your covering letter. If you are going away on holiday or may not be available over the likely interview period please also advise us. However, we cannot guarantee that those who cannot make the interview dates will be given an alternative date.
- Completed application forms should either be emailed to: prepsec@townclose.com or sent in an envelope marked “Private and Confidential” to Mrs Teresa Henton, Prep Secretary at the address at the top of the application form.

Completing your application:

Personal details

Complete this section in full providing an e-mail address if you have one and **access it regularly**.

Education, Vocational and Professional qualifications

Please provide details of any of the following (stating the most recent first): Subjects, modules, or units gained at school, indicating the level studied and the grades obtained, e.g. GCSE, A-Levels. Further/higher education e.g. via skill seekers, attending college/ university, indicating the modules, units or full qualifications gained, and grades gained. Vocational training, level, modules obtained.

We do not require a detailed listing of GCSE/O level qualifications if you have gone on to acquire higher educational and professional qualifications. A summary will suffice.

You may be asked to provide evidence of qualifications.

Membership of professional organisations and institutes

If you are a member of a professional organisation or institute please give details, indicating the organisation, type of membership, the date joined and expiry date.

Employment History

Please give details of your present employment, detailing your main duties and responsibilities. If you are currently not employed, please give details of your last employment. Then provide details of **all** previous employers, posts held, main responsibilities/achievements and reason for leaving.

Supporting Statement

This section of the form gives you the opportunity to expand on your application and specifically demonstrate to us how your own skills, experience, knowledge and personal attributes meet the requirements of the job for which you are applying. You should read the job description and person specification carefully and match your skills and experience in a structured format to those stated. Please try to give examples of where and how you have used the skills to which you are referring.

You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education, relevant training courses, leisure interests, and voluntary activities. If you wish to use continuation sheets, please ensure that these are clearly marked and securely attached to the application form.

Supplementary questions

Please indicate whether you hold a current driving licence if this is a requirement of the post – e.g. driving school vehicles.

Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Bursar's Secretary. Alternatively, please give details on a separate sheet and return with your application form.

References

Please provide details of two employer referees. One referee should be your current or most recent employer.

If you are a school or college leaver, one referee should be your form teacher or a tutor. The other referee can be from an employer (part-time), another teacher or tutor, or from people who know you well and can provide information relating to your application (e.g. voluntary organisations, societies and clubs). Please indicate if we can contact your referees prior to the interview.

You should not give friends or relatives as referees. Testimonials will not be accepted in place of referees.

Declarations

As the post holder would be carrying out a Regulated Activity, it is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If you have a conviction that must be declared, please give details on a separate sheet marked 'Private and Confidential' for the attention of the Bursar's Secretary.

Please also indicate if you are related to any Governor or employee of Town Close Educational Trust Ltd

By signing and dating this section you are:

- Acknowledging the fact that canvassing any Governors or employees of Town Close Educational Trust in connection with this appointment will disqualify you.
- Confirming that all the information contained within your application form is correct, and understanding that false or misleading statements, or omissions may, in the event of employment, result in dismissal.

Data Protection

The information provided on the application form and supporting documents will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for six months after which they will be destroyed, unless unsuccessful candidates specifically request that this should not be the case.

Equal Opportunities monitoring form

Town Close House Educational Trust is committed to the provision of equal opportunity in employment, and the removal of barriers to equal opportunity. As a reasonable employer, it undertakes to conduct its affairs in a manner which will not discriminate against, either directly or indirectly, any employee, job applicant or volunteer, on the grounds of: disability; gender; transgender; race; ethnic or national origin; religion or belief; age; sexual orientation; marital/family status; parental status; caring responsibilities; hours of work; trade union membership or non-membership; or offending background; unless by virtue of legislation or Genuine Occupational Requirement.

To help us meet this commitment, please complete the form. It will be separated from your application on receipt and those involved in the selection process will not see it. The information you give will be used solely for the purpose of monitoring the process.

If you wish to discuss any element of the application form or have any queries relating to the post you are applying for, please do not hesitate to contact the Prep Secretary on 01603 620180.

Thank you for the interest you have shown in working for Town Close School, we look forward to hearing from you.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.