



OSWESTRY SCHOOL

FOUNDED 1407

Application Form for the Post of:

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Name of Applicant:

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Oswestry School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the CRB at the enhanced level.

Personal Details:

Surname		Title	
First Names (underlining the names by which you like to be known)			
National Insurance Number			
Address			
Post Code			
Home Telephone		Work Telephone	
Mobile		# Teacher Reference No. (DfES No.) where applicable	
# Do you have Qualified Teacher Status? Yes/No		# Are you registered with the GTC? Yes/No	

required for teaching posts only

Secondary Education:			Further Education:				
School	Dates		Qualification/s and grade obtained	College/ University	Dates		Qualification/s obtained
	From	To			From	To	

Qualification(s) being studied for at present (if applicable):

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Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

Present Employment: Name and address of current employer	Job title and brief description of duties	Reasons for wishing to leave
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Date started	Salary	Period of notice
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Previous employment: Employer name and address	Post held	Employment dates and reasons for leaving
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References: One of your referees must be your current or last employer. Please state if you do *NOT* wish your current employer to be contacted before interview.

1.

Telephone No.

2.

Telephone No.

Additional Information: Please give a concise account of your present and previous employment along with any other information in support of your application (you may continue on a separate sheet if necessary).

Outside interests: Please give brief details of leisure activities, hobbies, etc.

Existing Contacts within School: Please indicate if you know any existing employees or governors at the school, and if so how you know them.

Declaration: I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either (please delete as appropriate):

* I have no convictions, cautions or bind-overs.

OR

* I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential. (*Please delete as appropriate)

SignatureDate

JOB DESCRIPTION

JOB DETAILS

Title	Assistant House Parent (Guinevere House)
Line Manager	House Parent
Line Management	None
Job Purpose	To assist the Houseparent(s) in maintaining the smooth, efficient and caring organization of the boarding house
Salary	According to qualifications and experience
Hours of Work	As per the agreed rota for the boarding house Term time working only, plus pre and post-term for preparation/tidying up as agreed

JOB RESPONSIBILITIES

The purpose of this job description is to indicate the general level of responsibility for the post. The duties may vary from time to time without changing the general character or the level of responsibility involved. The information below is not intended to be wholly prescriptive or exhaustive, rather it is intended to provide a basis from which the person appointed can develop the position.

- To assist in the pastoral welfare of all pupils in the boarding house
- In the absence of the houseparent(s), to maintain discipline within the boarding house
- To help in the organization and supervision of a full and varied programme of extra-curricular activities, especially but not exclusively, at weekends
- To assist in appropriate staff cover arrangements for staff in other boarding houses if needed
- To attend boarding house staff meetings as agreed with the houseparent(s)
- To assist with the development of the boarding house by contributing ideas and suggesting initiatives
- In conjunction with the houseparent(s), to be responsible for the general health and well being of the boarders
- To be familiar with the school's code of practice for health and safety and its policies and procedures in relation to anti-bullying and child protection
- To administer medication to boarders, under the direction of the houseparent(s) and in accordance with the school's published policy
- In the case of any doubt or concern regarding a boarder's health, to refer matters directly to the doctor's surgery or the hospital

- To respond to medical emergencies, as well as routine appointments, escorting boarders to the hospital
- To attend to any sick boarders in bed in the boarding house
- To ensure that suitable records are maintained in accordance with the school's policy and that they are stored securely
- In conjunction with the houseparents(s), to be responsible for the care, supervision, cleanliness and general presentation of the pupils in the boarding house, liaising with other staff as appropriate
- To assist with the House laundry as necessary
- To liaise with the parents of boarders, as necessary, concerning the domestic, welfare and medical matters of boarders, in consultation with the houseparent(s)
- To provide a sympathetic presence in the boarding house, being sensitive to those who are having difficulties coping with school life, liaising closely with other staff as necessary
- To oversee the organization of prep sessions in the absence of the houseparent(s)
- To distribute pocket money to boarders in the absence of the houseparent(s)
- Before the start of each term, to assist in the preparation of the boarding house for the arrival of the boarders
- After the end of each term, to assist in the clearing up of the boarding house and, in conjunction with the houseparent(s) to itemize any required maintenance work or new equipment required for the boarding house
- To take part in such staff appraisal arrangements as arranged by the school
- To carry out such other related duties as may be reasonably requested from time to time by the Headmaster or houseparent(s), subject only to the provision that such duties should fall within the general purpose of the post

I confirm that I have read, understood and accept the responsibilities laid out in the above job description

Name

Signed

Date