

Chelsea Hall School

Confidential Application form



CAVENDISH
EDUCATION

The information given on this form will be treated in confidence. Any offer of employment will be subject to regulatory requirements including an Enhanced DBS check, satisfactory references and documentary evidence showing your entitlement to work in the UK.

We are obliged to state that it is an offence to apply for a role which involves engaging in regulated activity relevant to children if an applicant is barred from doing so.

In line with the government's regulatory guidance, an online search will be considered and in the event of a decision to conduct an online search, the candidate will be expected to cooperate with it as appropriate.

So that we compare candidates fairly, this form is the only document we consider when screening applications.

Position applied for: Teaching Assistant

How did you hear about this vacancy: Contacted you via email with my CV for if a vacancy was to arise	
PERSONAL DETAILS	
Title: Mrs/Miss/Ms/Mr/Dr/Other: Ms	
Full Forename(s): Marie-Anne (Known As Tara)	
Surname: Spencer-Clarke	
Previous Name(s):	
Address: Middle Flat, 68 Hazlewell Road, Putney	
Postcode: SW15 6UR	
Home Telephone Number: 07540566466	Mobile Telephone Number:

Email address: Tara.sc@mac.com

ASYLUM AND IMMIGRATION ACT 1996 - National Insurance No. (please complete)	JC316696A
If no NI number is available, do you have evidence of your entitlement to live and work in the UK?	N/A
Please confirm you have 'Right to Remain' and 'Right to work in the UK'	YES
TEACHERS REGISTRATION NO. – if applicable:	
RELATIONSHIPS WITH STAFF: do you know any existing employees within our schools or any directors of Cavendish Education Limited?	NO (please circle appropriate) If yes, please state how they are known to you:
DISABILITY DISCRIMINATION ACT 1995 - Do you have any disability or health condition for which you think you may require support from your employer?	NO (please circle appropriate) If yes, please provide further details.

Please give details of Secondary qualifications including GCSEs and A Levels or equivalent vocational courses & Higher Education.

SECONDARY EDUCATION

School/College Attended: Southfields School
From/To (include Month and Year): 1986-1991
Qualifications/with grades: 9 GCSE's A-C including Eng & Maths Maths A-level (taken 2years early) A

HIGHER EDUCATION

University/College Attended: Morley College Lambeth
From/To (include Month and Year):
Qualification(s) obtained: OCR Biomechanics & Anatomy and Physiology Alpha Plus Training in Dyslexia Both at Emerson House & Fairly House OCR Dyscalculia (Ronit Bird) OT- Maximum Potential

Linda Mood -Bell Reading and Comprehension Jolly Phonics -Training RWI -Phonics Training Little Wandle – Phonics Training
Any other professional or vocational qualifications
Name of Awarding Body: Yoga Alliance Teaching Qualification 2002 Advance Childrens Yoga Qualification 2020
Date From/To (include Month and Year):
Qualifications/with grade/level:

IT SKILLS – please tick to show your level of ability:

	Basic	Competent	High
Google suite		X	
Other		x	
Microsoft (please give details)			

Full Employment History (please identify gaps in employment)

Please complete details of your present/most recent employment as requested below and previous employment. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

PRESENT EMPLOYMENT

Title of present post: Executive Assistant to Director of HR (Part-Time)	
Employer's Name and Address: Zodiac Maritime Limited, Portman House, 2 Portman Street, W1H 6DU	
Telephone Number:	020 7333 2222
E-mail address: caroline.murray@zodiac-maritime.com (director of HR)	
Employed from (month and year): Jan 2023	Employed to (month and year): Current
Present salary £ 30,000	Scale/Point:
Additional Allowances - please specify category:	
Please give a brief description of current duties, responsibilities and achievements: My role is supporting the HR function, enabling the HR Director to focus on strategic initiatives and leadership responsibilities, this involves: Administrative Support – to provide administrative support to the HR Director, including managing calendars, scheduling meetings, coordinating travel arrangements, and handling correspondence. Documentation and Record Keeping: Maintain and organize HR documents, files, and records. This could include employee records, recruitment files, policies, and procedures. Communication Liaison – to act as a liaison between the HR Director and employees, managers, candidates and agencies. This may involve handling inquiries, relaying messages, and facilitating communication. Meeting Coordination and Preparation - Assisting in the preparation of materials for HR meetings, including agendas, presentations, and reports. Take minutes during meetings and follow up on action items as needed. Recruitment Support – to assist with recruitment processes, such as posting job openings, screening resumes, scheduling interviews, and coordinating candidate assessments. Onboarding and Offboarding Assistance – to coordinate the onboarding process for new employees, including paperwork, orientation schedules, and training arrangements. Also, facilitate the offboarding process for departing employees, including exit interviews and documentation. Policy and Procedure Implementation – to assist in the implementation and enforcement of HR policies, procedures, and compliance requirements, ensuring that all employees are aware of and adhere to them. Confidentiality and Discretion – I handle sensitive and confidential information with discretion and professionalism, always maintaining a high level of confidentiality. Project Management: Assist in HR-related projects and initiatives, such as employee engagement programs, performance management processes, and diversity and inclusion efforts. Continuous Learning and Development - staying updated on HR trends, best practices, and regulations to support the HR Director in making informed decisions and implementing effective strategies.	
Reason for Leaving: Looking to move back into teaching	

PRESENT EMPLOYMENT

Title of present post: Tutor (Self Employed)	
Employer's Name and Address: As Above	
Telephone Number:	
E-mail address:	
Employed from (month and year): 2004	Employed to (month and year): Present
Present salary £	Scale/Point:
Additional Allowances - please specify category:	
Please give a brief description of current duties, responsibilities and achievements: I have worked as a tutor for many years and have never needed to advertise my services, as my success with students means I am always recommended through word of mouth. I work with children from the ages of 5-11 years, to aid their confidence and passion for learning. I work with pupils for varying needs from who are SEN to those whom are gifted and talented. I am very familiar with the requirements of both the London day and boarding school entrance exams and my advice is invaluable helping parents navigate through the many points of transition, whether it be 7, 8 or 11+ (references available on request.)	
Reason for Leaving: Current	

PREVIOUS EMPLOYMENT with explanation of any gaps

In chronological order, continue on a separate sheet if necessary. **Please note:** Any gaps in employment history will be explored at interview.

1- Name and Address of Employer: Richmond and Hounslow NHS Trust – Working at The Portland Maternity Hospital Margot Perry Thames House, 180 High Street, TW11
From/To (include Month and Year): Nov 2020 – Jan2023
Job Title and main responsibilities: Newborn Hearing Screener Maintaining a high level of competence in my screening practice, ensure parents are provided with information relating to the newborn hearing screening programme. To carry out the screening of newborns within the maternity units and in outpatient clinics. I must accurately record clinical and test data in line with national protocols, store and file all data confidentially. Handle referrals if required. Establish and maintain effective methods of communication to ensure that screening outcomes are delivered correctly to parents, primary care teams, other newborn screening teams and audiology. I am required regularly to update my

NHSP & Statutory and Mandatory training events provided by the National Newborn Hearing Screening programme team.	
Salary: £28K pro-rated	Full Time/Part Time: PT
Reason for leaving: Job at Zodiac Maritime	
Name and Address of Employer: Wetherby School 11 Pembridge Square, Notting Hill W2 4ED	
From/To (include Month and Year):	
Job Title and main responsibilities: Teaching Assistant	
<p>Wetherby is considered one of London's most elite private schools, renowned for its academic excellence. It was a fast-paced environment, dealing with both the demands of the children and their parents. I supported the school in all areas of teaching, specialising in Dyslexia and Dyscalculia, as well as writing school reports and arranging parent teacher meeting. I used to be a reading support specialist and have undertaken various phonics training. I often took intervention groups out for those who required a smaller, quiet environment as well as extension groups. I am naturally intuitive around children and am able to keep them engaged and positive.</p>	
Salary: £30K	Full Time/Part Time:
Reason for leaving: Was due to set up children's yoga business however, due to covid moved back to the NHS	
Household PA	
Name and Address of Employer: Mrs Susanna Michaelis Parry susannapmichaelis@icloud.com	
From/To (include Month and Year): Jan 2007- Aug 2008	
Job Title and main responsibilities: In this position I handled all household and personal administrative duties (personal correspondence, household bills, insurances, etc.) along with extensive diary management, including international travel, itineraries and visa applications. I was also required to carry out bookkeeping for the household and personal bills, purchases and returns. The family would also hold multiple medium to large events, which I would handle all the arrangements (décor, venue, catering) and ensure it runs smoothly. For this position a high level of organisation, effective communication and confidentiality was required, and an ability to adapt and be always, at least, one step ahead.	
Salary:	Full Time/Part Time:

Reason for leaving: Job in Wetherby	
A&E Night receptionist St Georges Hospital, Blackshaw Road, SW17	
From/To (include Month and Year): July2004 – March 2007	
Job Title and main responsibilities: Working in the challenging environment of A&E, doing 12 hour night shifts meant that I had to deal with many stressful situations and remain calm and organised. This is where my communication skills, ability to manage difficult situation using my conflict resolution skills and working well as a team were well placed.	
Salary:	Full Time/Part Time: Part Time
Reason for leaving:	
Name and Address of Employer: Yoga Teacher (Self-Employed)	
From/To (include Month and Year): June2002 – July 2004	
Job Title and main responsibilities: Taking my passion for yoga and making it into a career, whilst working around my children. This meant working with clients one to one and in group classes, giving plans and targets for personal training and advice on diet & nutrition. Obviously, as being self-employed I was managing all of my own advertising and business accounts.	
Salary:	Full Time/Part Time: Part Time
Reason for leaving:	
Explanation of gaps (if necessary)	

PERSONAL STATEMENT

Using the Job Description that you have been sent with your Application Pack, please demonstrate (in no more than 1000 words) using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position

I am a committed hardworking individual who embraces new challenges. My interpersonal skills have always been noted as being exceptional. I manage my time efficiently, prioritise tasks and work to deadlines. I have a flexible attitude towards my work and I'm able to respond to changing demands well.

I am a highly experienced teaching assistant and tutor, who is passionate about children's education and development. My biggest strength is my communication skills, known for my bubbly personality and reassuring manner means I make children feel at ease. I am also patient yet know that having clear guidance and structure enables a child to feel confident and in control, however there are occasion you have to be dynamic and adapt to the situation at hand.

I am currently working in the corporate sector, as I felt the need for a change in career after being a teaching assistant for 12years. I am now however, looking forward to going back into a school environment but very interested in working in a specialist school to develop my skills further and possibly studying part-time as a play therapist. I am also a qualified yoga instructor with an advanced level children's yoga qualification, which I am sure could be utilised within your school.

Having done my research into various schools, yours seems one whose ethos I'm most aligned to and feel that I would be an asset to your school, as well as progressing my development.

REFEREES

- Please supply the names and contact details of **two referees** who can comment on your suitability for this position.
- One reference must be provided by your current employer and the referee provided must be a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal)
- If you are not currently employed we require a referee from your most recent relevant period of employment
- If you are not currently working with children but have done so in the past, the second referee must be the employer by whom you were most recently employed in work with children.
- References will not be accepted from relatives or persons who only know you as a friend.
- Where this information is not given we reserve the right to contact your current/most recent employer directly.
- If you are currently, or have in the past, worked with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

1 - Name: Caroline Murray	Position: Director of HR
In what capacity do you know the referee: I work as her EA	
Name of organisation: Zodiac Maritime Limited	
Address: Portman House 5 th Floor, 2 Portman Street,	
Postcode: W1H 6DU	
Daytime Tel Number: 07718981806	Fax Number:
Email: caroline.murray@zodiac-maritime.com	
2 - Name: Margot Perry	Position: Newborn Hearing Screener Assistant Manager
In what capacity do you know the referee: NHSP Trainer/Manager	

Name of organisation: NHSP (Hounslow and Richmond NHS Trust)	
Address: Thames House, 180 High Street	
Postcode: TW11 8HU	
Daytime Tel Number: 07342093712	Fax Number:
Email: margot.perry2@nhs.net	
2 - Name: Reference request on General Email?	
In what capacity do you know the referee: Past Employer (was Alpha Plus, now sold	
Name of organisation: Wetherby School	
Address: 11 Pembridge Sq	
Postcode: W2 4ED	
Daytime Tel Number: 020 7727 9581	Fax Number:
Tutor Clients References By Request	

All references are verified with a telephone call.

PERSONAL DECLARATIONS

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

You are therefore required to declare below any convictions you may have even if they would otherwise be regarded as "spent" under the Rehabilitation of Offenders Act, including any bind-overs and cautions. You should also list any pending prosecutions.

Have you EVER been convicted or bound over at court or cautioned by the police for ANY offence or, do you have a prosecution pending?

YES

NO

If YES please provide details separately of the pending prosecutions, convictions, cautions, warnings and bind-over orders, including the approximate date, the offence, and court or police force, which dealt with the offence. Return this with your application in a sealed envelope marked 'Confidential Disclosure'.

Failure to declare a conviction, caution, warning, bind-over or pending prosecution, may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

DATA PROTECTION ACT

For the purpose of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of Cavendish Education Ltd, relating to the subject matter of this form, being processed by them in administering the recruitment process

If you are appointed, the information will form part of your personnel record and may be used by Cavendish Education Ltd for business purposes including the prevention and detection of fraud. If you are appointed, the foregoing information will be stored on the computer files of a personnel information system.

SELF DECLARATION

I hereby declare to the best of my knowledge and belief that:


- 1) I am not on the Children's Barred List.
- 2) I have never been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- 3) No orders have been made against me relating to my care of children.
- 4) I have never had any registration cancelled in relation to childcare or children's homes or have ever been disqualified from private fostering.

I declare that the information I have given on this form is complete, accurate and true and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

I have read the above statements and clearly understand that failing to declare any of the above may result in summary dismissal from my position.

Please complete in **BLOCK CAPITALS:**

SURNAME: Spencer-Clarke	FORENAME(S): Marie-Anne (Known as Tara)
SIGNED: 	DATE: 25/03/2024

I understand that if my application is successful I will be required to obtain an Enhanced Disclosure & Barring Service Check (DBS).

Sign to confirm you understand the above statement: 