

# **School Volunteer** Key Information & Application Form

## Volunteers at Carr Hill High School & Sixth Form Centre

As a volunteer at Carr Hill High School & Sixth Form Centre, you will provide valuable support assisting teachers and helping pupils to get the most out of their learning. Volunteers make a valuable contribution in assisting staff in a variety of ways and situations, including:

* Helping to prepare classrooms for lessons and clearing away materials after lessons
* Helping to complete administrative tasks to support learning (eg. filing etc.)
* Helping to produce displays of student work around the school
* Working with pupils individually or in small groups
* Helping pupils to complete subject specific tasks (e.g. Science practicals)
* Helping and encouraging students in the subject

Volunteers at Carr Hill High School are supervised by an identified member of staff. All voluntary work at the school is coordinated by an Assistant Headteacher.

If you are completing a voluntary placement at this school as part of college or university studies/course, there is an administrative charge of £60 to process your application.

## Information about your Application Form

This application form plays an important part in selection of volunteers at the school. Your completed form is the only basis for considering your initial suitability for a voluntary post. The school will acknowledge receipt of your application form and consider your application when voluntary opportunities arise. When a suitable voluntary opportunity arises, you will be invited to the school to discuss your suitability for the role. At this stage of the process, the school will also arrange for you to apply for DBS clearance to confirm your suitability to work with children and young people.

Carr Hill High School & Sixth Form Centre, as an equal opportunity employer, intends that no volunteer applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this voluntary post is Lancashire County Council.

## Some points to consider before completing the Application Form

* Look carefully at the application form and think about the role of a volunteer at Carr Hill High School & Sixth Form Centre. Ask yourself why you are interested in voluntary work in this school.
* Read the Volunteer Specification carefully. This outlines the type and range of skills/experience etc that we would like volunteers to possess.
* Try to complete the form in a concise, well organised and positive way.
* Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own,

 i.e. in the form of a curriculum vitae.

Prepared by GNR December 2014

# **School Volunteer** Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Attribute**  | **Essential**  | **Desirable**  | **Evidenced through:**  |
| **Qualifications**  |  |  |  |
| NVQ level 2 or above qualification  |   |   | Application Form  |
| **Experience**  |   |   |   |
| Experience of working with or caring for children of relevant age  |   |   | Application Form, Discussion  |
| Experience of working in a relevant classroom/service environment  |   |   | Application Form, Discussion  |
| Experience of administrative work  |   |   | Application Form  |
| **Knowledge/skills/attributes**  |   |   |   |
| Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard.  |   |   | Application Form, Discussion  |
| Ability to relate well to children  |   |   | Application Form, Discussion  |
| Ability to work as part of a team  |   |   | Application Form, Discussion  |
| Good communication skills  |   |   | Application Form, Discussion  |
| Ability to assist students  |   |   | Application Form, Discussion  |
| Time management skills  |   |   | Application Form, Discussion  |
| Organisational skills  |   |   | Application Form, Discussion  |
| Knowledge of classroom roles and responsibilities  |   |   | Application Form, Discussion  |
| Knowledge of the concept of confidentiality  |   |   | Application Form, Discussion  |
| Administrative skills  |   |   | Application Form  |
| Good numeracy and literacy skills  |   |   | Application Form  |
| Ability to make effective use of ICT  |   |   | Application Form  |
| Flexible attitude to work  |   |   | Application Form, Discussion  |
| Good knowledge, understanding and skills in the use of the English Language  |   |   | Application Form, Discussion  |
| **Other**  |   |   |   |
| Commitment to safeguarding and protecting the welfare of children and young people  |   |   | Application Form, Discussion  |

2