**Creekside Education Trust**

Creekside Discovery Centre, 14 Creekside, Deptford, London, SE8 4SA  
[coordinator@creeksidecentre.org.uk](mailto:coordinator@creeksidecentre.org.uk)

Before you fill out this application form please read the Job Description and visit our website [www.creeksidecentre.org.uk](http://www.creeksidecentre.org.uk) to find out more about us.

Deadline for applications is 12.00pm Thursday, 28th July 2022.

Interviews will be held on Friday 05th August 2022 at Creekside Discovery Centre.

Preferred start date is August/September.

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| **Personal Details** | | | |
| Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Email |  | | |
|  | | | |
| You are applying for an Administration Officer job. Please tick to confirm that you have read and understood the job description | | |  |
|  | | | |
| How did you hear about this role? | |  | |

This application form has 6 sections please make sure that you have completed them all. We can only shortlist candidates on the basis of the information you supply on your application.

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| --- | --- |
| 1. Employment History |  |
| 2. Education and Professional Training |  |
| 3. Experience and skills |  |
| 4. DBS Check |  |
| 5. References |  |
| 6. Declaration |  |

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| **1. Employment History**  Please tell us about your previous work experience which you feel is most relevant to this post. This can include employed and/or voluntary roles. Start with your current or most recent. Include dates, job title, name and address of organisation. Briefly describe the main duties and responsibilities of your work. |
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| **2. Education and Professional Training**  Please tell us about your education and qualifications which you feel are most relevant to the post. Start with your most recent. Include subject, qualification, institution and dates. |
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| **3. Experience and Skills**  After reading the Job Description and Person Specification, consider the skills and experience you have that are relevant for this job as Administration Officer. Please tell us about these skills and experience. Provide examples of your skills and experience to show us how you meet the Person Specification for this job. |
| * Willingness to work as part of a supportive team but also able to act on own initiative |
| * Excellent written and verbal communication skills |
| * Confident and comfortable in dealing with a range of schools, volunteers and members of the public as well as groups and individuals |
| * Good working knowledge of Microsoft packages particularly Excel, Word, Outlook, Teams and willingness to learn new applications as required |
| * Ability to use own initiative, prioritise and organise own workload and manage conflicting priorities while meeting deadlines |
| * Excellent organisational skills, methodical approach to planning and attention to detail |
| * Willing to attend occasional events out of office hours (weekends/evenings). |
| * Enthusiasm for the role and a genuine interest in our charity, Creekside Education Trust |
| * Good working knowledge of social media platforms particularly Twitter and Instagram and willingness to learn new platforms as required |
| * First Aid at Work qualification (training or refresher training can be provided if required) |
| * Interest and understanding of issues relevant to urban nature conservation and environmental education |

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| **4. DBS Check**  All Creekside Education Trust members of staff are required to undergo an enhanced police check from the Disclosure and Barring Service. This will be done if you are offered the job. A job offer is subject to the result. If you have been DBS checked previously please provide the information requested below. | | | |
| I am signed up for the DBS Update Service  Yes  No  I give my permission for Creekside Education Trust to check my DBS certificate status  Yes  No | | | |
| DBS Certificate Number |  | | |
| Surname on certificate |  | Date of birth on certificate |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. References**  Please provide details of 2 referees who can support your application. They will be contacted if we offer you the job. Neither should be a relative. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Tel |  | Tel |  |
| Email |  | Email |  |
| In what capacity do you know this referee? | | In what capacity do you know this referee? | |
|  | |  | |

|  |  |
| --- | --- |
| **6. Declaration**  I certify the information given on this form is to the best of my knowledge true and complete. | |
| Signed | Date |

**Please return this form to** [coordinator@creeksidecentre.org.uk](mailto:lucy@creeksidecentre.org.uk)

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