

Maplewell Hall School

Student Appointment

Application Form

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| **Application for the post of:** Display Assistant |

**Post:** Display Assistant

**Salary: (Number of tokens per hour)** 5

**Responsible to:** Mrs Folland and Mrs Sharp

**Contracted Hours:**

1x50 mins a week.

Options to do this would be Monday P1 or P3, Tuesday P1 or P5 or Thursday P1. Or during two reading times.Students would choose the best time slot to fit into their timetable and do this each week. Alternatively, if the student does not want to miss the same lesson each week, we could alternate lessons on a two-week rotation, but the student would need to be organised to do this.

**Job Description:**

Displays around the school are very important. They provide opportunities for learning, information and to display student work and achievements. This role would need someone who has a good attention to detail, is able to listen to and follow instructions and has an interest in being creative. Training for the role will be provided.

**Key Duties**

* Taking down old displays and repairing current ones. You would need to be comfortable using a stapler and staple remover and using scissors and the paper guillotine.
* You may be asked to use a small ladder with staff support.
* Supporting staff in putting up displays.
* Mounting work, text and headings.
* Following diagrams as to where to place items on the display.
* Typing out headings and captions.
* Creating displays with support initially and on your own when confident.

**Person Specification (Refer to Essential Skills)**

* Someone who is able to listen to and follow instructions.
* Someone who is careful with attention to details.
* Someone with creative skills.
* Someone who is able to use a laptop to type into word or PowerPoint.
* Someone who is able to stay positive and work as a team.

*If you feel you meet the person specification and you feel you would be suited to this job then please complete the application form below and return to Mrs Folland.*

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| **Name:** |  |
| **Form Group:** |  |
| **Position Applied For:** |  |
| ***Please give a brief paragraph as to why you wish to apply for this job role and why you feel you would be suited to it?*** |
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| On your current timetable, what lessons would you be missing to do this job? |

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| **Signed:**  |  |
| **Date:** |  |