|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference Request for School Support Staff** | | | | | | | |  | | | | |
| Candidate Name: | | | | | | | | | | | |
| Current Job Title:  Current Salary/Payscale:  Dates of Employment: From: To: | | | | | | | | | | | |
| Main Duties and responsibilities | | | | | | | | | | | |
| **Assessment**: Please give your assessment of the candidate’s abilities below, by ticking the most appropriate box, a space is provided for additional comments please continue on a separate sheet where appropriate. | | | | | | | | | | | |
|  | | Excellent | Good | Satisfactory | | Poor | Comment | | | | |
| Time Keeping | |  |  |  | |  |  | | | | |
| Reliability | |  |  |  | |  |  | | | | |
| Quality of Work | |  |  |  | |  |  | | | | |
| Attitude to Work | |  |  |  | |  |  | | | | |
| Ability to Work without Supervision | |  |  |  | |  |  | | | | |
| Professional Knowledge/Skills/Ability | |  |  |  | |  |  | | | | |
| Ability to take direction | |  |  |  | |  |  | | | | |
| Team Working | |  |  |  | |  |  | | | | |
| Honesty/Trustworthiness | |  |  |  | |  |  | | | | |
| Organisational Skills | |  |  |  | |  |  | | | | |
| Punctuality | |  |  |  | |  |  | | | | |
| Ability to focus on priorities | |  |  |  | |  |  | | | | |
| **Additional**: If you answer NO to question a) or YES to question d) please provide additional details. If more space is required please attach a separate sheet. | | | | | | | | | | | |
| a) Would you re-employ? | | | | | | | | Yes | | | No |
| (If no please provide further information) | | | | | | | | | | | |
| b) Why did this candidate leave your employment | | | | | | | | | | | |
|  | | | | | | | | | | | |
| c) How long have you known this candidate and in what capacity | | | | | | | | | | Years | |
|  | | | | | | | | | | | |
| d) Has there ever been any disciplinary action taken against the candidate | | | | | | | | Yes | | | No |
| What was the reason for disciplinary action | | | | | | | | | | | |
| When did it occur | | | | | | | | | | | |
| Please include :   * details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current; * details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and, * details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved. * Please do not include details of any allegation which was proven to be unsubstantiated, false or malicious. | | | | | | | | | | | |
| Please list the candidate’s main strengths and weaknesses | | | | | | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| Please comment on the suitability of the candidate to this position. You should include the candidate’s current knowledge compared to that required for this post, personal attributes and potential to develop in this role. A job description, including a person specification is attached to help you provide the comprehensive assessment. | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Suitability to work with children** | | | | | | | | | | | |
| Do you know of ANY reason why this applicant may not be suitable to work with children or vulnerable adults? | | | | | | | | Yes | | | No |
| If yes please give details | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Under the Data Protection Act 1998, where there has been a Subject Access Request, your consent is required before we may disclose to the data subject the information contained in this reference  I do/do not agree to the disclosure of the information contained in this reference | | | | | | | | | | | |
| Signed | Date | | | | Position | | | |  | | |
| Name |  | | | | Tel. Number | | | |  | | |
| Relationship to candidate (i.e. Manager) | | | | | | | | | | | |
| Company stamp if available | | | | | | | | | | | |
| Do you wish to talk further to the Head Teacher | | | | | | | | Yes | | | No |

Please ensure the reference is accurate and does not contain any material misstatement or omission.

The Recruiting manager may contact you if clarification is required on any point

or if there has been an omission

Thank you for taking the time to complete this reference

Please return to

Liz Baker at Holly Spring Primary

[l.baker@hsprimary.uk](mailto:l.baker@hsprimary.uk)