

# Support Staff Reference Group Application Form

The Department for Education (DfE) is committed to ensuring that all appointments are made in a way that is open, transparent and fair to all applicants. All appointments are made on merit. If you have difficulties in completing the application form, please contact: [**ReferenceGroup.RECRUITMENT@education.gov.uk**](mailto:ReferenceGroup.RECRUITMENT@education.gov.uk).

## Section 1 – Personal details

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact number** |  |
| **Preferred Email Address** |  |

## Section 2 – Eligibility Criteria

To be considered eligible for membership of the Support Staff Reference Group, please confirm that you meet the following criteria by ticking the following boxes:

 you do not hold a DfE public appointment[[1]](#footnote-1) or serve on a current DfE advisory group.

 you are employed in a support staff role for more than one year and have the agreement of your headteacher to join the group.

|  |  |
| --- | --- |
| **School/MAT name** |  |
| **Title in school** |  |
| **Support Staff Role type** |  |
| **Length of service in current role** |  |
| **School address (including postcode)** |  |
| **School type** (academy, free, LA maintained etc., or MAT |  |
| **School phase** (primary, secondary) |  |

## Section 3 – Headteacher information

Please note, the following section is to be completed by the headteacher at your school.  
  
By signing on this page I confirm that **[enter name of support staff]** is currently Support Staff at **[enter name of school]** holding the position of **[enter role].**

I would support their membership of the DfE Teacher Reference Group and release them for four meetings a year.

|  |  |
| --- | --- |
| **Headteacher name** |  |
| **Headteacher signature** |  |
| **Date** |  |

## Section 4 – Declaration of interests

Do you have any business or personal interests that might be relevant to the work of the DfE or the post for which you have applied, which could lead to real or perceived conflicts of interest were you to be appointed? Failure to disclose such information could result in an appointment being terminated.

Yes No

If yes, please give the details below:

|  |
| --- |
| Enter declaration of interests |

## Section 5 – Ensuring public confidence

Should you be successful in your application, is there anything about your professional or personal history which, if brought into the public domain, may cause embarrassment or disrepute to the department? Failure to disclose such information could result in an appointment being terminated.

Yes No

If yes, please give the details below, including dates:

|  |
| --- |
| Enter ensuring public confidence details, including dates |

## Section 6 – About convictions

Have you received a prison sentence or suspended sentence of three months or more in the last five years in respect of a conviction which is not spent for the purposes of the Rehabilitation of Offenders Act 1974? Failure to disclose such information could result in an appointment being terminated.

Yes No

If yes, please give the details below, including dates:

|  |
| --- |
| Enter details about convictions, including dates |

## Section 7 – References

Please give details of two referees who will support your application, at least one of whom must be from a line management capacity related to your current role. If you are successful at interview, we will contact them. An appointment will not be confirmed until we have received satisfactory references.

### Referee 1

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you** |  |
| **Address** (including postcode) |  |
| **Phone** |  |
| **Mobile** |  |
| **Email address** |  |

### Referee 2

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you** |  |
| **Address** (including postcode) |  |
| **Phone** |  |
| **Mobile** |  |
| **Email address** |  |

## Section 8 – Skills and Experience

Successful applicants will meet the person specification criteria described in the “information pack for applicants”. Please describe your skills and experience in relation to each of the following criteria, using examples to support your description and showing evidence of impact. Your response to each question should not exceed 300 words; anything exceeding this will not be considered. Please use font size 12, Arial.

In the event of a large number of applications, we may sift and make judgements based on your answer to the first question.

1. Demonstrate how you have supported your school to deliver high standards, help every child thrive and to break down the barriers to opportunity. (300 words max)

|  |
| --- |
|  |

1. Demonstrate how you have supported other staff and/or your school with the implementation of national policy changes. (300 words max)

|  |
| --- |
|  |

## Section 9 – Your CV

Please attach a brief, up-to-date CV. This should outline your employment history, any relevant voluntary work, public service or other experience and any relevant professional, academic or vocational qualifications. Your CV will be used to support the assessment of your application.

## Section 10 – Additional Information

To help us to target our recruitment activity more effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about this opportunity.

How did you find out about this post?

|  |
| --- |
| Enter details about how you found out about this post |

If you are not successful in this appointment, would you be happy for the DfE to keep your information on record and engage with you regarding wider opportunities to contribute to policy development in future? This might involve accommodating school visits, joining other advisory groups, or participating in user-research. Your involvement in any opportunities would be entirely voluntary and agreeing to be contacted places no obligation to be involved.

Yes No

## Section 11 – Personal declaration

To the best of my knowledge and belief, the information given in this form is complete and accurate. I understand that if I am appointed and any of the information I have provided is subsequently found to be untrue then my appointment may be terminated. I confirm and accept these conditions.

Yes No

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

## Section 12 – Next Steps

Please return your completed application form and CV to [**ReferenceGroup.RECRUITMENT@education.gov.uk**](mailto:ReferenceGroup.RECRUITMENT@education.gov.uk)**.** Please use the following reference code in the subject line of your email: SSRG-LASTNAME-FIRSTNAME

The closing date for applications is **Monday 28th April 2025 at 23:59.**

You will receive an acknowledgement on receipt of your application.

Thank you for your interest in the Support Staff Reference Group.

## Monitoring Information

Monitoring information is not used in the selection process and will not be seen by the panel assessing your application. All information is anonymised and only used for statistical purposes.

## Gender (monitoring information only)

Male Female Non-binary Prefer not to say Prefer to self-describe (please type below)

## Ethnic Origin (monitoring information only)

**White**

British

Irish background

Any other White background

**Black/Black British**

African

Caribbean

Any other Black background

**Chinese/Other**

Chinese

Any other Ethnic

**Asian/Asian British**

Bangladeshi

Indian

Pakistani

Any other Asian background

**Mixed**

Asian & White

Black African & White

Black Caribbean & White

Any other Mixed background

## Disability (monitoring information only)

Under the Disability Discrimination Act you can consider yourself disabled if you have a physical or mental impairment or long term health condition, and the effects are expected to last, or have lasted for a year or longer, and have a substantial effect on your ability to carry out day to day activities; OR your day to day activities would be limited without medication, treatment or adjustments (for example the use of inhalers, physiotherapy, a hearing or visual aid or insulin).Taking this into account, do you consider yourself to be a disabled person?  
  
Yes No

© Crown copyright 2025

1. Information about DfE’s public bodies can be found here: <https://www.gov.uk/government/publications/department-for-education-non-executive-appointments> [↑](#footnote-ref-1)