**Templemoor Infant and Nursery School**

**Reference Request for Midday Assistant**

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| --- | --- | --- | --- | --- | --- | --- |
| For employers, previous employers and people who have known the candidate in the capacity of educator. | | | | | | |
| Applicant’s name | |  | | | | |
| Position Applied for | |  | | | | |
|  | | | | | | |
| Your Name | |  | | | | |
| Your Role | |  | | | | |
| Name of your Organisation | |  | | | | |
| How long have you known the applicant? | |  | | | | |
| Candidate’s current salary (if applicable) | |  | | | | |
|  | | | | | | |
| **Please indicate the candidate’s ability in the following areas:** | | | | | | |
|  | Outstanding | | Good | | Requires Improvement | Inadequate |
| Professional conduct |  | |  | |  |  |
| Attendance and Punctuality |  | |  | |  |  |
| Promoting positive behaviour |  | |  | |  |  |
| Communication skills, both oral and written |  | |  | |  |  |
| Relationships with children, staff & parents |  | |  | |  |  |
| Safeguarding children/child protection awareness |  | |  | |  |  |
| Energy and enthusiasm |  | |  | |  |  |
| Flexibility and adaptability |  | |  | |  |  |
| Self-motivation |  | |  | |  |  |
| Ability to go ‘above and beyond’ |  | |  | |  |  |
| Appearance and dress code |  | |  | |  |  |
| Has the applicant ever been subject to any Child Protection Allegations or Concerns? | | | |  | | |
| Do you consider the applicant a suitable person to work with children? If no, why not? | | | |  | | |
| Are you aware of any on going investigations or disciplinary action? | | | |  | | |
| Attendance/Health Record: Number of days absent due to sickness in the last 2 years **and** number of periods of absence, or, if employed for less than 2 years, during the period of employment. | | | |  | | |
|  | | | | | | |
| Please comment on the applicant's ability to perform the duties and meet the requirements of this post as per attached Job Description and Job Specification: | | | | | | |
| Would you recommend this applicant? | | Confidently | | With some Reservations | | Not at all |
|  | |  | |  |
|  | | | | | | |
| **Data Protection Act 1998**  Will the applicant receive a copy of this reference or otherwise learn of its contents? YES / NO  If ‘No’ would you have any objections to its contents being revealed during the course of the selection process or at any time in the future? YES / NO  Please note that you have a responsibility when providing this reference to ensure that the reference is accurate and does not contain any material misstatement or omission. | | | | | | |
| Signed: | |  | | | | |
| Date: | |  | | | | |