

General Manager

Application guide – low formatting

This application guidance can be used in preparation for completing the online form [HERE](#).

If you would like to discuss alternative ways you can make an application or have any questions about the process please email jobs@thesparkarts.co.uk or call 0116 261 6893.

Deadline

All applications must be submitted via the online portal by 12:00 (midday) on Monday 24 November 2025.

Information Pack

The information pack for the General Manager role can be downloaded from the website page. Read/listen to them before completing an application.

Making a video/audio application

You can make your application in writing, using video or audio. We understand that when making recordings sometimes we stumble over words or make mistakes. If you are tech minded and can edit cuts together, this is fine, if not, that's fine too. We do not expect completely

perfect speeches, where possible we recommend correcting yourself much like you would in a conversation. Make sure you are recording in a quiet environment. Use a neutral background if you are filming. You can use any camera or audio equipment you have.

You can then upload your recording to the online application form or add a URL link on the form.

We thank you in advance for making your application and look forward to reading/watching/listening!

Application questions

These will help you gather and prepare the information you'll need to complete your online application [HERE](#).

Section 1: Personal information

- Name
- Address
- Telephone number
- Email address

Section 2: General information

- When could you commence employment with us?
- Are you applying for the contract hours as advertised? (If not, please note how many hours you are interested in applying for)
- The Spark Arts for Children is committed to safeguarding the welfare of children and vulnerable adults and requires all staff to share this commitment. As a potential employee of the The Spark, the post may involve contact with children and young people under the age of 18 and vulnerable adults and therefore covered by the Exemptions Order to the Rehabilitation of Offenders Act 1974 which means spent convictions have to be declared. The Spark is a registered body with the Disclosure and Barring Service (DBS) and complies with the DBS Code of Practice
- Have you had an enhanced DBS check in the last 2 years? **YES/NO**
- If required, do you consent to The Spark applying for a standard/enhanced disclosure certificate should you be offered the post? (Please answer 'yes' or 'no')

- Do you have any criminal convictions? Please note: A criminal record will not necessarily be a bar to obtaining a position. (Please answer 'yes' or 'no')
- Do you currently hold eligibility to work in the UK? (Please answer 'yes' or 'no')
- If selected for interview, you will be required to provide original documentation as proof of eligibility to work in the UK.
- How did you hear about the job?
- Do you have any access requirements?(If you have specific access requirements and are successful in your application, we will contact you to make arrangements for the interview stage).

Section 3: Employment (paid or voluntary work)

Present/most recent employer (paid or voluntary)

- Name and address
- Nature of business
- Job title
- Date of appointment
- Notice required / date of leaving
- Briefly describe the work you do and your duties

Previous employment

Please list most recent and relevant jobs/contracts in date order, starting with your last job before current position, and work backwards.

Section 4: References

Please provide the names of two referees who, wherever possible, should be previous employers with whom you have worked (paid or voluntary) for at least one year. One of your referees should be your present/most recent employer. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders etc are acceptable as referees

Referee 1

- Name
- Email
- Job Title
- How long have they known you?
- May we request a reference at any time ? YES / Only after offer

Referee 2

- Name
- Email
- Job Title
- How long have they known you?
- May we request a reference at any time ? YES / Only after offer

Section 5: Personal Statement

Knowledge, skills and experience relevant to the job.

Please upload a personal statement summarising your interest in the post and how you meet the person specification.

This can be In Word or PDF format (up to 2 sides of A4) or audio/video format (up to 8 minutes).

Please do not attach a CV instead of answering this question.

Please note: Attachments will not save on the online form before you submit. Therefore please upload your personal statement when you are ready to submit your final application.

If you are submitting your personal statement In video or audio format you can add a URL link here.

Section 6: Declaration

I confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any job offer is subject to satisfactory references. I agree that The Spark Arts for Children has the right to validate any of the information provided by me on this form.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with The Spark Arts for Children.

Do you agree to this declaration? **YES/NO**

About your Personal Information

The Spark understands how important it is to protect your privacy and takes its responsibilities regarding the security of your information very seriously. We are committed to protecting your personal information and being transparent about what information we hold about you. We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law.

We use your information in accordance of all applicable laws concerning protection of personal information, including the General Data Protection Regulation (GDPR) and Privacy & Electronic Communications Regulations (PECR).

Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

Maintaining your personal information

The Spark Arts for Children will use the information you provide in this form to process your application. If your application is successful and you are appointed to the post, this form will be kept on your personnel file.

If your application is unsuccessful, your data will be kept on file for six months after the completion of the recruitment exercise, and then destroyed.

Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. We do not charge for this but reserve the right to charge a fee if additional information is requested that will incur excessive administration costs.

Contact details and further information

If you would like further details on how your information is used and stored, or would like to access, update or remove your data, please contact admin@thesparkarts.co.uk

Our full Data Protection and Privacy Policies can be seen on the website thesparkarts.co.uk/company-policies

The Spark Arts for Children

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The Spark Arts for Children is a company limited by guarantee (company number 5254229) and is registered as a charity (registration number 1106952).