



Sunnymede junior school
Office Manager / Personal Assistant to Headteacher



INFORMATION / HOW TO APPLY

CLOSING DATE & TIME: Wednesday 27th May 2020 (Midday)

SHORTLISTING : Thursday 28th May 2020

INTERVIEW DATE: To be confirmed

START DATE

The post will commence on 1st September. However, applications will be considered for candidates who are unable to start until the October half term.

HOURS

Total 35 hours per week term time, including INSET days

The start date will be 8:00 am Monday to Friday

The finish time is 4:30 pm four days a week, with one day finishing at 1:00pm (day to be negotiated on appointment)

You will be required to work for the equivalent of two weeks per year, during holiday periods or in the evening, in negotiation with the headteacher

SCHOOL VISITS

Unfortunately, due to temporary school closures, visits cannot be arranged at present. Our website contains lots of useful information to give you a flavour of our school. Please also feel free to email the Headteacher, Ronnie Branch, if you would like to arrange a phone call prior to application. Please leave your phone number and state the hours when you are happy to be contacted.

Website: www.sunnymede-jun.ik.org

Email: headteacher@sunnymede-jun.essex.sch.uk

INTERVIEW ARRANGEMENTS

Based on current guidance and if schools continue to remain closed on the days the interviews are scheduled, these will take place remotely via a virtual learning platform. This will be revised nearer the time should the situation change.

JOB DESCRIPTION

This tells you the main responsibilities of the post and explains what we are looking for. It describes the personal and professional qualities you need for this post.

PERSON SPECIFICATION

This sets out which criteria we will use to shortlist candidates for interview. Please ensure you demonstrate through evidence how you meet the criteria.

Your formal letter of application (supporting statement) should clearly address the selection criteria detailed in the Person Specification and should be no longer than two sides of A4.

APPLYING

If you decide to apply for this post, please apply online at Essex Schools Jobs
<http://www.essexschoolsjobs.co.uk/>

SAFEGUARDING

We are committed to the safeguarding, protection and welfare of all our children and expect all staff to share in this commitment. The appointment will be subject to satisfactory medical checks, references and the satisfactory clearance of an enhanced disclosure from the Disclosure & Barring Service.