

BECKERS GREEN PRIMARY SCHOOL

Beckers Green Road, Braintree, Essex. CM7 3PR

Headteacher: Mrs Claire Smyth

E-mail: admin@beckersgreen.essex.sch.uk

Tel: 01376 322687



Key Information Sheet for Site Officer at Beckers Green Primary School

This sheet sets out the key information for any candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than 12 noon on the closing date of 1st May 2024. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel which consists of Mrs Smyth, Headteacher & Mr McLean, Head of Facilities and Operations Saffron Academy Trust
2. Written task
3. School tour with Mrs Dawn Frisby, Business Manager

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by 3rd May.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays. The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date:

Interviews will be held at Beckers Green Primary School on Tuesday 7th May. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits:

Applicants who require further information or would like to visit the school should the school office on 01376 322 687.

Key Information for candidates regarding terms and conditions

Hours per week: 37 hours per week

Initial working pattern: Monday to Friday

Working weeks per year: 52 weeks

Holiday entitlement: 5.6 weeks

Full time posts

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on Pay Band 4/5. The full time pay range for this Band is £24294.00 to £26421.00 per year.

Employees are paid monthly in twelve equal months per year.

Probation

All individuals new to employment with the Saffron Academy Trust will be required to satisfactorily complete a probationary period.

