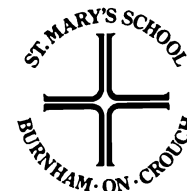




St. Mary's C. of E. Primary School

Marsh Road
Burnham-on-Crouch
Essex CM0 8LZ
Telephone: (01621) 782626



e-mail: admin@st-marys-burnham.essex.sch.uk
www.stmarysschoolburnham.org.uk

Headteacher : Mrs. G. Denham-Hale B Ed (Hons) MA

9th October 2020

Midday Assistant

Start date: 2nd November 2020

Dear Applicant,

Thank you for expressing an interest in the post of Midday Assistant at this school. Please also read the job description for further details of the role.

Please note that this role is for 5 days per week. Three days per week are being offered on a permanent contract and will be supporting various pupils in the general role of Midday Assistant. In addition, two days per week are being offered on a fixed term basis until 2025 and these hours are linked with the support of an individual pupil who has Special Educational Needs.

Hours

The position will be from 11.50am-12.50pm from Monday to Friday during term time.

Grade/Salary

The post will be offered on Local Government Services (LGS) Scale 1. The annual salary will be approximately £1993.00 and will be divided equally into 12 monthly payments.

Medical Clearance

Candidates are required to satisfy the Authority as to their physical fitness for the post.

Asylum and Immigration Act

Under the Asylum and Immigration Act we are required to ensure that all our employees have leave to enter and remain in the U.K. and are not subject to a condition precluding them from taking up employment.

Safeguarding Children

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post you have applied for is subject to an Enhanced Disclosure and Barring Service check.

References

References will be taken up prior to interview.

Non Smoking Policy

St. Mary's operates a non-smoking policy at all times.

We welcome visits to the school, by prior arrangement. Please contact Lisa Bird, Office Manager, should you wish to visit.

Please note that we are also advertising a Learning Support Assistant position and that the two roles could be combined.

I look forward to receiving your application. If you have any further questions please telephone the school and we will be happy to assist.

Yours sincerely,

Mrs. G. Denham-Hale
Headteacher

