The Phoenix Primary School & Nursery
Key Information Sheet
Cleaner

This sheet sets out the key information for any candidates applying for the post of Cleaner. 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 noon on the closing date. 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.

Shortlisted Candidates
Applicants who have been shortlisted for the post will be notified in writing. The school will only contact shortlisted applicants and therefore if you have not received any communication from the school one week after the closing date, your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

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 as specified on the advert. Please note the school does not reimburse candidates for interview expenses.

Further Information & School Visits
Applicants who require further information or would like to visit the school should contact Cheryl King, PA to Headteacher on 01268 543664 Option 2.

A copy of our Safer Recruitment Policy and Safeguarding Policy can be found on our website: www.phoenix-pri.essex.sch.uk

Key Information for Candidates regarding Terms and Conditions

Hours Per Week: 12hrs 30 Minutes

Initial Working Pattern: Monday to Friday 3:30pm to 6:00pm (Term Time) / Flexibility to Condense Hours during School Closure.

Working Weeks Per Year: 40.5

Holiday Entitlement Part Time/Term Time Posts
Pro-rated holiday entitlement (includes public holidays) for this post is: 5.8. The successful candidate will work during each week of term time excluding non-pupil days. In addition they will be required to work 5 weeks during schools closure periods as agreed in advance with their Line Manager.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay
This post is paid on Pay Band 1 to Full Point. The actual salary range for this part-time post will be £5,372.50 (Point 6) to £5,520.79 (Point 10) per year (inclusive of fringe). These figures include the holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal payments per year.

Probation
All individuals new to employment with the Lee Chapel Multi Academy Trust will be required to satisfactorily complete a six month probationary period.