**GROVE WOOD PRIMARY SCHOOL**

**KEY INFORMATION SHEET FOR ADMINISTRATIVE ASSISTANT**

This sheet sets out the key information for any candidates applying for the post of Administrative Assistant. 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 midday on the closing date of Thursday 26th May 2022. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Please complete Section 12 on the application form, using the person specification as a guide, to describe your suitability for the position; we use this information when shortlisting. If you leave this section blank, it is unlikely that you will be shortlisted.

**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
2. Written task exercise

**Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by Friday 17th June.

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this 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.

**Interview date:**

The date for Interviews will be confirmed. Please note the school does not reimburse candidates for interview expenses.

**Further information and school visits:**

We strongly encourage visits to the school. Applicants who require further information or would like to visit the school should contact Sarah Mark on 01268 743445, or email [sarahmark@grovewood.essex.sch.uk](mailto:sarahmark@grovewood.essex.sch.uk).

**Key Information for candidates regarding terms and conditions**

**Hours per week:** 15 hours per week

**Initial working pattern:** Tuesday and Wednesday 8.30am to 4.30pm

**Working weeks per year:** 38 working weeks (term time)

**Holiday entitlement:**

**Part time posts**

Pro- rated holiday entitlement (includes public holidays) for this post is 5.3 weeks a year (for which you are paid).

The successful candidate will work during each week of term time, excluding non-pupil days. However, you may be asked to come into school for training on a non-pupil day (for which you will be paid overtime).

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 Local Government Scale 4, points 6 to 7.

The full time pay range for this Scale is £20,043 to £20,444 per year and so the actual salary range for this part-time post will be £6,747 to £6,882 per annum (£11.64 to £11.88 per hour). These figures include the holiday pay entitlement for someone with less than 5 years’ service.

Salary is paid in 12 equal monthly instalments on the 26th day of each month.

**Probation**

All individuals new to employment with Grove Wood Primary School will be required to satisfactorily complete a six month probationary period.

**Pension**

Support staff are automatically enrolled in to the Local Government Pension Scheme. It is a contributory scheme and the contributions vary according to salary. Please refer to the Essex Pension Fund website for more information.