

**KENDALL CE PRIMARY SCHOOL**  
**KEY INFORMATION SHEET FOR LEARNING SUPPORT ASSISTANT**  
**(WITH LUNCH TIME DUTY)**

This sheet sets out the key information for any candidates applying for the post of Learning Support 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 Friday 29<sup>th</sup> March. 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
2. A short skills/written task
3. Observation of running an activity with a selection of children

**Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by Friday 5<sup>th</sup> April 2019.

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:**

Interviews will be held in April (exact date to be confirmed). 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 contact Victoria Nicholson on 01206794634, or email [admin@kendall.essex.sch.uk](mailto:admin@kendall.essex.sch.uk).

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

This appointment will commence by mutual agreement as soon as possible.

**Hours per week:** 20 hours

**Initial working pattern:** 9.00am-1.00pm daily

**Working weeks per year:** 38 working weeks. You may be required to attend school on non-pupil days or twilight sessions for training, but you will be given notice of this.

**Holiday entitlement:*****Part time posts***

Pro- rated holiday entitlement (includes public holidays) for this post is: 5.1 weeks.

The successful candidate will work during each week of term time excluding non-pupil days. 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 Pay Band 2 to mid-point. The full time pay range for this Band is £17,007 to £17,681 per year and so the actual salary range for this part-time post will be £7,599 to £7,900 per year. (£8.82 to £9.16 per hour). These figures include the holiday pay entitlement for someone with less than 5 years' service. Employees are paid monthly in twelve equal months per year.

**Probation**

All individuals new to employment with Kendall CE Primary School will be required to satisfactorily complete a three month probationary period.