

Lee Chapel Primary School & Nursery

Key Information Sheet Receptionist/Administrator

This sheet sets out the key information for any candidates applying for the post of **Receptionist/Administrator**. 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 midnight on the closing date. All applicants are strongly advised to read the job advertisement and Job Description carefully 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. Admin-related tasks.

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.

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 on the date 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 Victoria Carter, PA to Headteacher on 01268 474177.

Hours Per Week

20

Initial Working Pattern

12:45pm to 4:45pm

Working Weeks Per Year

38

Holiday Entitlement Part Time/Term Time Posts

Pro-rated holiday entitlement (includes public holidays) for this post is 5.3 weeks. The successful candidate will work during each week of term time.

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

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

The starting pay scale for this post will be **Scale 2 Point 3**. The actual annual salary for this part-time post will therefore be £8,613 (inclusive of fringe allowance). This figure includes the holiday pay entitlement for someone with less than 5 years' continuous service within Essex County Council.

Employees are paid monthly in twelve equal payments per year.

Probation

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