

Key Information Sheet for Registration Assistant at St Andrew's Church of England Primary School

This sheet sets out the key information for any candidates applying for the post of Registration 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 midnight on the closing date of Monday 25th January 2021. 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 virtual interview, via Teams with the selection panel, which consists of Diane Fawcett, Headteacher and Lisa Webb, Business Manager.
2. Two tasks that will be emailed to you on the day of the interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by Wednesday 27th January 2021.

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. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

Interview date:

Interviews will be held at virtually on Teams on Monday 1st February 2021.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Lisa Webb on 07851 946431.

Key Information for candidates regarding terms and conditions

Hours per week: Twelve and a half hours per week.

Initial working pattern: Monday to Friday, 8:30 – 11am

Working weeks per year: 39 weeks per year

Holiday Entitlement:

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

The successful candidate will work during each week of term time including 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 Scale two. The full time pay range for this Scale is £18,198 to £18,562 per year and so the actual salary range for this part-time post will be £5,247.12 to £5,352.07 per year (£9.43 to £9.62 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 the *academy trust* will be required to satisfactorily complete a six-month probationary period.