

Key Information Sheet for Midday Assistant at Rolph CofE Primary School and Nursery

This sheet sets out the key information for any candidates applying for the post of Midday 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 Wednesday 14th April 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 a virtual interview by Microsoft Teams with the selection panel which consists of Lisa Webb, Business Manager and Faye Thompson, Catering Manager.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by Monday 19th April 2021.

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 virtually by Microsoft Teams on Thursday 22nd April 2021.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Lisa Webb on 01255 861317.

Key Information for candidates regarding terms and conditions

Hours per week: 6.5 hours

Initial working pattern: Monday to Friday 12 till 1:15

Working weeks per year: 39 weeks

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 Pay Scale 2. 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 £2,728.50 to £2,783.08 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 Diocese of Chelmsford Vine Schools Trust will be required to satisfactorily complete a six month probationary period.