

TUDOR COURT PRIMARY SCHOOL

Bark Burr Road, Chafford Hundred, Grays, Essex RM16 6PL



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September 2020

Recruitment Application Pack

Tudor Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in working with children

We take the safeguarding of our children very seriously in the appointment of staff within our school. Our recruitment process includes the following process:

- Successful completion of our Application Form
- Two satisfactory references which are requested by us (no testimonials or open references accepted). One of these must be from your current or last employer. The school will follow up any queries by telephone communication
- Face to face interview process
- Thorough matching of candidates skills and experience against the Job Description and Personal Specification
- Evidence of relevant qualifications
- Checks to ensure the right to work in the U.K.
- Prior to appointment – clear Disclosure Barring Service (DBS) application undertaken
- A good level and understanding of spoken English
- All staff serve a six month probationary period where performance management will be reviewed
- These positions are on a casual non-contracted basis
- Employment will cease if pre-employment checks are returned unsatisfactory

We seek to employ staff who will offer our children the very best learning experiences.

- Tudor Court is an Equal Opportunities School
- We operate a Non Smoking Policy throughout the School site

Pack Information

Enclosed in this pack is:

- Information about our School
- Sample Job Description
- Personal Specification
- Application and Recruitment Monitoring Form

BANK MID-DAY ASSISTANT VACANCIES

Thank you for your interest in the vacancies we currently have. We are looking to recruit into these positions as soon as possible following the recruitment process.

- Bank MDA staff are required to cover absences at short notice (sometimes the same day)
- The post will involve providing support in the dining halls, throughout their lunch break, including wet play breaks in class.
- First Aid is provided and staff are required to undertake training in this which normally take place on our non-pupil days
- All appointed person/s are subject to our performance review process
- Appointments will be on a casual non-contracted basis

Hours per week

Monday to Friday Typically from 11.30 a.m. to 1.55 p.m. to cover our staggered lunch breaks

Information

- The initial working pattern is term time only plus any training which takes place on non pupil days
- As an Academy, staff are employed directly by Tudor Court – not the local authority (Thurrock)

Salary Range

Thurrock Band 2	Minimum Point 6	Approximately £9.06 per hour
	Maximum Point 10	Approximately £9.78 per hour

The salary offered will be according to a candidate's previous experience and qualifications.

Application Information

Please complete and return the following documentation directly to Tudor Court - paper copies of applications should be posted in the RED post box on the wall outside the Office, alternatively you can email documentation to officemanager@tudorcourtprimary.com

- Tudor Court Application Form and Recruitment Monitoring information
- A covering **letter** of application (this can be typed or written)
- **Copies of all relevant Certificates for qualifications held**
- Evidence of your current DBS Disclosure (if applicable).
- This School takes child protection very seriously and the Governing Body will take all possible steps to monitor candidates suitability to work with children

- The closing date for receipt of all applications for consideration is **Thursday 8th October 2020 at 12 Noon.**

Please note applications that do not meet the above criteria will not be considered for short-listing.

Initial Short-Listing

All successful applicants will be invited into school to observe a 'typical' lunch time session.

Interview

Following the observation, further short-listed applicants will be invited to attend an interview. Details of this will be telephoned or emailed as applicable.

Once an interview has been confirmed, we will seek references from the details provided on the Application Form. At least one reference must be from your current employer or the last employment where you have worked with children.

Part of the interview process may involve a play task with a small group of children.

Applicants who have submitted an application within the last 12 months need not re-apply.

If you have any other queries please contact the Lorraine Ruck – Office Manager on 01375 480662.