

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

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 Sunday 18th 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:

1. An interview with a selection panel, which consists of Catherine Bickersteth, Acting Headteacher and Lisa Webb, Business Manager.
2. Two tasks on the day of the interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by Tuesday 20th 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 at Rolph Church of England Primary School and Nursery on Monday 26th 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

Fixed Term Appointment

This appointment is for a fixed term for one year, subject to review after that time due to potential structural changes within the Trust.

Hours per week: 12.5 hours

Initial working pattern: Monday to Friday 8:15 till 10:45

53 New Street
Chelmsford
Essex
CM1 1AT
<http://www.vineschoolstrust.co.uk>
email: admin@vineschoolstrust.org



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 £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 Diocese of Chelmsford Vine Schools Trust will be required to satisfactorily complete a six month probationary period.