

Key Information Sheet for Admin Assistant at Kingswode Hoe School

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than **midday** on the closing date of **Friday 24 September 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 face to face interview with the selection panel. There may also be a skills test/teaching observation or practical assessment. Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

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.

References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

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 at **Kingswode Hoe School** on **(date to be confirmed)**. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits

Applicants who require further information or would like to visit the school should contact **Pauline Burrows** on **01206 57604**.



Key Information regarding Terms and Conditions

Hours per week: 35 Hours per week

Initial working pattern: 5 days per week – actual hours to be confirmed

Working weeks per year: 44.5 weeks per year, term time only

Part time posts

Pro-rated holiday entitlement for this post is: **44.5** weeks per annum. The successful candidate will work during each week of term time excluding 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 3, (Points-4-5)**. The full time pay range for this Scale is **£18,933** amount to **£19,312** amount per year and so the actual salary range for this part-time post will be **£15,285** amount to **£15,591** per year. These figures include the holiday pay entitlement for someone with less than five years' continuous service, as specified by the Essex County Council Modification Order.

Employees are paid in twelve equal monthly payments per year.

Probation

All support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.