

## **Key Information Sheet for Midday Assistant at Writtle Junior School**

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 midday on the closing date of Monday 20<sup>th</sup> 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:**

All shortlisted applicants will be invited to a face to face interview and a short practical activity.

Applicants who have been shortlisted for the post will be notified by Tuesday 21<sup>st</sup> September.

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

Interviews will be held at Writtle Junior School at 11.45am on Friday 24th September 2021.

### **Further information and school visits:**

Applicants who require further information or would like to visit the school should contact the school office on 01245 420592 or email [admin@writtle-jun.essex.sch.uk](mailto:admin@writtle-jun.essex.sch.uk)

## **Key Information for candidates regarding terms and conditions**

**Hours per week: 7.5**

**Initial working pattern: 11.45am to 1.15pm**

**Working weeks per year: 43.3 which includes 5.3 weeks holiday entitlement**

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 Point 3. The full time pay range for this Band is £18562 per year so the actual salary range for this part-time post will be £3124 per year. (£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 *Essex County Council* will be required to satisfactorily complete a six month probationary period.