

The Phoenix Primary School & Nursery

Key Information Sheet

Receptionist/Administrative Assistant

This sheet sets out the key information for any candidates applying for the post of Receptionist/Administrative 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 noon on the closing date. 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. A face to face interview with the selection panel.
2. Either a test/complete assessment in Maths and English/practical assessment/teaching observation/lesson etc.

Shortlisted Candidates

Applicants who have been shortlisted for the post will be notified in writing. The school will only contact shortlisted applicants and therefore if you have not received any communication from the school one week after the closing 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.

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 dated specified on the advert. Please note the school does not reimburse candidates for interview expenses.

Further Information & School Visits

Applicants who require further information should contact Cheryl King, PA to Headteacher on 01268 543664 Option 2.

A copy of our Safer Recruitment Policy and Safeguarding Policy can be found on our website: www.phoenix-pri.essex.sch.uk

Key Information for Candidates regarding Terms and Conditions

Hours Per Week: 28.75

Initial Working Pattern: Monday to Friday 8:15am to 14:30pm
(30 minute break)

Working Weeks Per Year: 38

Holiday Entitlement Part Time/Term Time Posts

Pro-rated holiday entitlement (includes public holidays) for this post is: **5.3**

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.

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on **Pay Scale 2 Point 3**. The actual salary for this part-time post will be **£12,381.77** per year (inclusive of fringe). These figures include the holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal payments per year.

Probation

All individuals new to employment with the Lee Chapel Multi Academy Trust will be required to satisfactorily complete a six month probationary period.