# The Phoenix Primary School & Nursery
# Key Information Sheet
# Midday Assistant

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 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 (dependent on role).

**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. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

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 or would like to visit the school 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: 10**

**Initial Working Pattern: Monday to Friday 12:00noon – 14:00pm**

**Working Weeks Per Year: 38 (Term-Time)**

**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.

**Pay**
This post is paid on Pay Scale 2 Point 2-3. The actual salary range for this part-time, term-time post will be £4,298.85 to £4,382.12 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.