

KEY INFORMATION SHEET FOR LEARNING SUPPORT ASSISTANT AT CANVEY JUNIOR SCHOOL

This sheet sets out the key information for any candidates applying for the post of Learning Support 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 21st January 2019. 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 Headteacher and Deputy Headteacher

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by 22nd January 2019.

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.

Interview date:

Interviews will be held at Canvey Junior School on the 24th January 2019. 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 Mandie Bryant on 01268 682288

Key Information for candidates regarding terms and conditions

Hours per week: 33¾

Initial working pattern: Monday to Friday, 6¾ hours per day

Working weeks per year: 39

Holiday entitlement:

Part time posts

Pro- rated holiday entitlement (includes public holidays) for this post is: 5.3 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 Band 2. The full time pay range for this Band is £17,007 to £17,681 per year (*so the actual salary range for this part-time post will be £13,180 to £13,702 per year*) (£8.82 to £9.16 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 *Essex County Council* will be required to satisfactorily complete a six month probationary period.