

## **KEY INFORMATION SHEET FOR LEARNING SUPPORT ASSISTANT (EYFS) AT CHERRY TREE PRIMARY SCHOOL AND NURSERY**

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 noon on the closing date of Wednesday, 18<sup>th</sup> September, 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 selection panel (which consists of the Headteacher and Deputy Headteacher).
2. There will be short mathematics and English tests to complete.

### **Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by Friday, 20<sup>th</sup> September, 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. 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 Cherry Tree Primary School and Nursery on Monday, 23<sup>rd</sup> September, 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 Mrs. Maynard, Business Manager, on 01268 523017.

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

The annual holiday entitlement for this post is 5.3 weeks.

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 Band 2. The full time pay range for this Band is £18,674 to £19,780 per year (*and so the actual salary range for this part-time post will be £15,008 to £15,898 per year*) (£9.68 to £10.25 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 academy trust will be required to satisfactorily complete a six month probationary period.