

Key Information Sheet for a Learning Support Assistant at Writtle 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 17th January 2022. 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 an interview, with the selection panel consisting of the Head Teacher and Deputy Head/SENCO.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by 18th January 2022

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 by signing and returning the reference document.

Interviews

Interviews will be held on 24th January 2022.

Further information:

Applicants who require further information contact the school on 01245 420592 or email admin@writtle-jun.essex.sch.uk

Key Information for candidates regarding terms and conditions

Hours per week: 26.25

Initial working pattern: 9am – 12.15pm Mon- Fri

1.00pm – 3.00pm Mon - Fri

Working weeks per year: 38

Holiday entitlement: *Part time posts*

Pro rata holiday entitlement (includes public holidays) for this post is 5.3 weeks for someone with less than 5 years' service. For someone with more than 5 years' service pro rata holiday entitlement (includes public holidays) is 5.9 weeks.

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 Band Scale 3 point 4-5. The full time pay range for this Band is £18,933 to £19,312 per year and so the actual salary range for this part-time post will be £11,155 to £11,378 per year. 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.