



RECRUITMENT APPLICATION PACK

Tudor Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in working with children

We take the safeguarding of our children very seriously in the appointment of staff within our school. Our recruitment process includes the following process:

- Successful completion of our Application Form
- Two satisfactory references which are requested by us (no testimonials or open references accepted). One of these must be from your current or last Head Teacher. The school will follow up any queries by telephone communication
- Face to face interview process
- Thorough matching of candidates skills and experience against the Job Description and Personal Specification
- Checks to ensure the right to work in the U.K.
- Prior to appointment – clear Disclosure Barring Service (DBS) application undertaken
- All staff serve a six month probationary period where performance management will be reviewed
- The successful candidates will have a Contract of Employment issued upon commencement of employment
- Employment will cease if pre-employment checks are returned unsatisfactory

We seek to employ staff who will offer our children the very best learning experiences. Tudor Court is an Equal Opportunities School. We operate a Non Smoking Policy throughout the School site



Cleaner Vacancy

Information

- The initial working pattern (term time only) will be confirmed to the successful candidates upon offer of appointment.
- At Tudor Court we currently take a two week October half term. Therefore all staff working in school at that time will owe school one week's contracted hours equivalent which is deducted from staff working on designated Non Pupil Days and/or out of hours training courses.
- All support staff attend school on Non Pupil Days unless instructed otherwise.
- As an Academy, staff are employed directly by Tudor Court Primary Academy Trust – not the local authority (Thurrock Council)

Salary Range/Hours per week

Thurrock **Living Wage**

TLW

Full time equivalent: £20,255 based on 52 weeks per year/37 hours per week.

Actual Salary: £4,716

Monday to Friday 3.45 p.m. to 5.45 p.m. = 10 hours per week

Application Information

Please complete and return the following documentation directly to Tudor Court to support your application that you have made on the Essex School Jobs website

- A covering **letter** of application (this can be typed or written)
- This School takes child protection very seriously and the Trustees will take all possible steps to monitor candidates suitability to work with children
- The closing date for receipt of all applications for consideration is **Monday 6th March 2023 at Midday**

Please note applications that do not meet the above criteria will not be considered for short-listing.

All documents can be submitted electronically via finance@tudorcourtprimary.com

Interviews

Interviews will take place on 8th March 2023

Short listed candidates will be notified via email

If you have not been contacted prior to the interview date, unfortunately you have not been selected through to the next phase of recruitment. We do however thank you the time taken to complete the application. Due to the high volumes of interest that these posts attract it is not possible to convey this information to unsuccessful candidates.

If you have any queries please contact Samantha Ratcliff – Business Manager on 01375 480662 option 3.