



Sunnymede Junior School

Guidance and Information for Applicants

Please read this information carefully and retain this sheet for reference during the application process.

School	Sunnymede Junior School
Position	Administrative Assistant
Telephone	01277 651364
Headteacher	Mrs Ronnie Branch
School Group Size	2 (two form entry junior school)
Salary Range	Scale 3
Type of Contract	Permanent
Hours	<ul style="list-style-type: none">• Part time• Term time only + five INSET days per year• 26.5 hours per week, distributed over five days (Exact hours to be negotiated with the successful candidate). A 9am start will be required on each day
Full-time salary range	£18,426 to £18,795
Actual salary for 26.5 hrs per week	£12,188 to £12,522 (paid in 12 equal instalments per year)
Start Date	4 th October 2021 or as soon as possible thereafter

KEY DATES

- Applications Close: 26/09/21 midnight
- Date of Interview: Week commencing 27th September 2021 (We intend for interviews to be in person but reserve the right to change to virtual interviews if necessary)
- Position Start Date: 4th October or as soon as possible thereafter

HOW TO APPLY

- Your application must be made online via Essex Schools Jobs
- An application form can be accessed online as detailed on the advertisement
- Applications will be shortlisted against the criteria set out in the Person Specification and Job Description. It is important, therefore, that the supporting statement in your application form should relate specifically to these documents
- Please ensure that your supporting statement is no more than one size of A4.
- Please contact Mrs Ronnie Branch (Headteacher) or Keir Ramshaw (Business Manager) on the above number if you would like to discuss the post prior to applying
- Applications will not be acknowledged, only those shortlisted for interview. However, please contact the school if you have any queries regarding the safe arrival of your 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 or remote interview with the selection panel.
2. Tasks to be determined

SHORTLISTED CANDIDATES

Applicants who have been shortlisted for the post will be notified by midday on 28th September 2021.

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

INTERVIEW DATE

Interviews will be held face to face or remotely on the week beginning 27th September 2021. Please note the school does not reimburse candidates for interview expenses.

PROBATION

All individuals new to employment with the school will be required to satisfactorily complete a six-month probationary period.