

Key Information Sheet for Admissions and Administration Assistant at Home Farm Primary School

This sheet sets out the key information for any candidates applying for the post of Admissions and Administration 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 12pm on the closing date of Friday 19th April. 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.
2. A short administration related task.

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by email.

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:

The interview dates will be confirmed to the successful candidates. 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 Hannah Howlett on 01206 577430. Please note the school office is currently closed, returning on Monday 15th April.

Key Information for candidates regarding terms and conditions

Hours per week: 16

Initial working pattern: 8:00am to 12:30pm and 13:00pm to 4:30pm Tuesdays and Thursdays

Working weeks per year: 39 (38 weeks of term time and non pupil days)

Holiday entitlement: (delete the part-time or full time section not applicable)

Pro- rated holiday entitlement (includes public holidays) for this post is:

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 Scale 3 Bands 5 to 6. The full time pay range for this Band is £23,500 to £23,893 per year and so the actual salary range for this part-time post will be £8,712 to £8,858 per year (£12.18 to £12.39 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 Trust will be required to satisfactorily complete a six month probationary period.