

## Key Information Sheet for Administrative Assistant

### The Hawthorns School

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

#### Application process

Applicants must download and complete the SEAX Trust Application Form and submit it to the return address no later than **midday** on the closing date of **Friday 6<sup>th</sup> March 2026**. 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 a face-to-face interview with the selection panel. There will also be a skills test and/or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

#### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

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.

#### References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

#### On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.

#### Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six-month probationary period.



## Interview date

Interviews will be held week commencing **Monday 9<sup>th</sup> March 2026\*** at The Hawthorns School, Thornhurst Road, Chelmsford, Essex, CM1 2XT. Please note the school does not reimburse candidates for interview expenses.

\*We may invite successful candidates to interview prior to this date.

## Further information and school visits

Applicants who require further information or would like to visit the school should contact the School Office on 01245 207607.

## Key Information regarding Terms and Conditions

<b>Hours per week:</b>	<b>37 hours per week</b>
<b>Working weeks per year:</b>	<b>41 working weeks per annum (39 weeks term time + 2 weeks during school closure periods determined by your Line Manager)</b>
<b>Proposed working pattern:</b>	<b>Monday – Thursday 8:00am - 4:00pm/ Friday 8.00am – 3.30pm, (30 mins unpaid lunch as standard)</b>

## Part time posts

Pro-rated holiday entitlement for this post is 5.9 weeks per annum, dependent on length of service.

The successful candidate will work during each week of term time including non-pupil days. In addition, they will be expected to work 1 week in the Summer break and 1 week during school closure periods, as agreed in advance with their Line Manager.

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 5 or 6, commensurate with the experience of the candidate and the responsibility of the post.

The full time pay range for Scale 5 is £27254\* to £28598\* and for Scale 6 is £29064\* to £31022\* per year and so the actual starting salary for this part-time post will be in the range of **£24515.01 (Scale 5)\* to £26143.11\* (Scale 6)\* per year**. (\*These figures include the holiday pay entitlement for someone with **less than five years' continuous service**, as specified by the Essex County Council Modification Order)

Employees are paid in twelve equal monthly payments per year.

