

## **Key Information Sheet for Breakfast Club Assistant at Home Farm Primary School**

This sheet sets out the key information for any candidates applying for the post of breakfast club 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 Monday 15<sup>th</sup> July. 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.

### **Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by email on or around Tuesday 16<sup>th</sup> July.

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:**

Interviews will be held at Home Farm Primary School on Thursday 18<sup>th</sup> July. 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.

## Key Information for candidates regarding terms and conditions

**Hours per week:** 2.5

**Initial working pattern:** 8:00am to 8:30am Monday to Friday

**Working weeks per year:** 38

**Holiday entitlement:**

### *Part time posts*

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

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 Scale 1 Point 2. The full time pay range for this Band is £22,366 (and so the actual salary range for this part-time post will be £1,264 to 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 the Alpha Trust will be required to satisfactorily complete a six month probationary period.