Key Information Sheet for Senior Residential Care Officer

The Hawthorns School, Thornhurst Road, Chelmsford, Essex, CM1 2XT

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 directly to jen.tinsley@thehawthornsschool.com. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. 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 may also be a skills test/teaching observation 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.

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 at The Hawthorns School, Thornhurst Road, Chelmsford, Essex, CM1 2XT **on a date to be confirmed.**

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 the school office on 01245 207607.

Key Information regarding Terms and Conditions

Hours per week: **36 hours per week**

Working weeks per year: **39 working weeks per annum**

Initial Pattern of Working: **Monday to Thursday 2pm – 10.15pm**
Friday – 9am – 2pm

Part time posts

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 6 (points 13-17). The full time pay range for this Scale is £28,163-£30,060 per year and so the actual salary for this part-time post will be in the range £26,095-£27,860 per year. Relevant experience and level of qualification may be reflected in the starting salary point for successful candidates. This is at the discretion of the Trust. 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.