

Key Information Sheet for Office Manager at Howbridge C of E Junior School

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

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 which usually consists of the Head Teacher and members of the senior leadership team.
2. Written test

Shortlisted candidates:

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 at Howbridge Junior School on 4 November 2021, exact time will be confirmed via email. Please ensure your availability on this day as we are unable to offer alternative interview dates.

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 01376 501 648.

Key Information for candidates regarding terms and conditions

Hours per week: 35

Initial working pattern: Mon – Fri, 8:15 am – 15:45 pm

Working weeks per year: 39 weeks (term time including non-pupil days)

Holiday entitlement:

Pro- rated holiday entitlement (includes public holidays) for this post is 5.5 weeks.

The successful candidate will work during each week of term time including 5 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 7. The full time pay range for this Band is £24,799 to £27,905 per year and so the actual salary range for this part-time post will be £20,021 to £22,528 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 Diocese of Chelmsford Vine Schools Trust will be required to satisfactorily complete a six-month probationary period.