

## **Key Information Sheet for Play Leader / Midday Assistant at Howbridge C of E Junior School**

This sheet sets out the key information for any candidates applying for the post of Play Leader / Midday Assistant. 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.

### **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 18<sup>th</sup> July, the exact time will be confirmed via email. Applicants must be able to attend interview on this date.

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: 6.25**

**Initial working pattern: Mon – Fri, 11:45 am – 1:00 pm**

**Working weeks per year: 38 weeks (term time excluding non-pupil days)**

**Holiday entitlement:**

Pro- rated holiday entitlement (includes public holidays) for this post is 5.3 weeks.

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 2. The full time pay range for this Band is £18,516 to £18,887 per year and so the actual salary range for this part-time post will be £2,597 to £2,649 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.