



Key Information Sheet for Registration Assistant at Two Village Primary School

This sheet sets out the key information for any candidates applying for the post of Registration 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 midnight on the closing date of **Sunday 21st August**. 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:

1. A face to face interview with the selection panel (usually consists of members of the Senior Leadership Team).

Shortlisted candidates:

The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by the interview date your application has not been successful on this occasion.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates. Please ensure that you have been given consent from your referees to provide a reference to avoid delays.

Interview date:

Interviews will be held at Two Village Primary School on **Monday 5th September**. 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 Headteacher Mrs Natasha Bennett on natasha.bennett@dcvst.org.



Key Information for candidates regarding terms and conditions

Hours per week: 22.5

Initial working pattern: Mon – Fri 08:30-13:10

Working weeks per year: 39

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 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 pay scale is £18,516 – 18,887 per year and so the actual salary range for this part-time post will be £9,609.86 – 9,802.41. 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 Vine Schools Trust will be required to satisfactorily complete a six-month probationary period.