



Rolph Church of England Primary School and Nursery

Executive Headteacher: Mrs K Jones
Head of School: Mrs N Emrich
High Street, Thorpe-le-Soken, Essex CO16 0DY
Telephone: 01255 861317
Email: admin.rolph@dcvst.org
www.rolphcofeprimary.co.uk



Key Information Sheet for Midday Assistant Rolph Church of England Primary School and Nursery

This sheet sets out the key information for any candidates applying for the post of Midday 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 **11 February 2024**. 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 (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 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 Rolph Church of England Primary School and will be held on a rolling basis, we reserve the right to close the advert ahead of the deadline date so we strongly encourage a prompt application. 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 Head of School, Katherine Herbert Katherine.Herbert@dcvst.org



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Key Information for candidates regarding terms and conditions

Hours per week: 10

Initial working pattern: to be decided

Working weeks per year: 39

Permanent position

Holiday entitlement: Pro-rated holiday entitlement (includes public holidays) for this post is: 5.7 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 £22737-£23,114 per year and so the actual salary range for this part-time post will be £5268.27-£5355.62. 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.



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