Key Information Sheet for Receptionist/Administrator at Kingswode Hoe School, Colchester

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 complete the SEAX Trust Application Form and submit it to the return address no later than **Midday** on the closing date of 1**8 July 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. There may also be a skills test/teaching observation or practical assessment. Details regarding selection panel members and any planned assessments will be made available to shortlisted candidates.

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 of shortlisted candidates will therefore be contacted **prior to the interview date**. 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 which are publicly available online and 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 **Kingswode Hoe School** on **a date to be confirmed.** Please note the school does not reimburse candidates for interview expenses.

Start date

The start date for this post will be on **1 September 2024.**

Further information and school visits

Applicants who require further information or would like to visit the school should contact **Pauline Burrows** on **01206 576408.**

Key Information regarding Terms and Conditions

Hours per week: **37.5 hours per week**

Initial working pattern: **8.00-4.00pm, Monday to Friday – term time only**

Working weeks per year: **39 wpa**

Part time posts

Pro-rated holiday entitlement for this post is: **5.7** weeks per annum.
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 **3 Point 5 - 6.** The full time pay range for this Scale is **£23,500** to **£23,893** per year and so the actual salary range for this part-time post will be **£20,418** to **£20,760** per year, **£12.18** to **£12.39** per hour. 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.