

## Key Information Sheet for SCHOOL BUSINESS MANAGER – THRIFTWOOD SCHOOL & COLLEGE

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 as soon as possible. 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.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

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

### References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. 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 or issues that have happened, and are publicly available online, 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 Thriftwood School, Slades Lane, Galleywood, CM2 8RW on a date to be confirmed with the candidate. 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 Tracey Imhof on 01245 266880 or email at [tracey.imhof@thriftwoodschoo.com](mailto:tracey.imhof@thriftwoodschoo.com)

## Key Information regarding Terms and Conditions

**Hours per week:** 37hrs per week (part-time hours will be considered)

**Initial working pattern:** 0830-1630 Mon-Thur / 0830-1600 Friday

**Working weeks per year:** Term time plus 2 weeks (41 weeks per annum)

### Fixed Term Appointment

This appointment is for a fixed term. Duration and start date will be confirmed. The initial FTC will be for a minimum of 12 months. The appointment may cease with statutory notice prior to the end date given upon return of full-time post holder.

### Part time posts

Pro-rated holiday entitlement for this post is: 47.2 weeks per annum based on 37hrs per week, under five years' service.

The successful candidate will work during each week of term time including non-pupil days. In addition they will be required to work 2 weeks during school closure periods as agreed in advance with their manager/or specify actual dates of holiday working if these are fixed.]

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 8 The full time pay range for this Scale is £32,020.00 to £34,723.00 per year and so the actual salary range for this part-time post will be £28,986.00 to £31,433.00 amount per year for those with under 5 years' service. 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.

