**Key Information Sheet for Cleaner at Thriftwood School, Galleywood**

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 **Friday 28th June 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 **Thriftwood School, Slades Lane, Galleywood, Chelmsford, Essex, CM2 8RW**] on **a date to be agreed.** Please note the school does not reimburse candidates for interview expenses.

**Start date**

The start date for this post will be on **Summer Term 2024**

**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 [tracey.imhof@thriftwoodschool.com](mailto:tracey.imhof@thriftwoodschool.com)

**Key Information regarding Terms and Conditions**

**Hours per week: 15 -18hrs**

**Initial working pattern:** Flexible hours such as: -

Daily: 7-8 a.m.  
Mon-Thur: 3pm to 5.45pm  
Fri: 2.45pm to 5.45pm

**Daily 0800-0900 and Mon/Wed/Thu 1445-1745 Tue 1545-1745 Fri 1445-1645**

**Working weeks per year: 40 weeks per annum (Term time plus 3 weeks)**

**Part time posts**

Pro-rated holiday entitlement for this post is: 6.2 weeks per annum.

The successful candidate will work during each week of term time including non-pupil days. In addition they will be required to work 3 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 1. The full time pay range for this Scale is **£22,366.00** per year and so the **actual salary range for this part-time post will be** **£10,267.00 per year for 18hrs per week** or  
**£8,556.00 for 15hrs per week**. **£11.59** 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.