

St George's School
Harpenden

House Pastoral Assistant

Application Pack for Candidate



About the Role



Contract: Full-time, Permanent contract

Grade: H4

Hours: 37 hours per week, Term time only

Salary:

Full-time Equivalent salary ranges from £23,893 to £25,119 per year (depending on experience), plus outer fringe allowance of £689 per annum

Pro-rata salary for Term time only contract:

From £20,554 to £21,580 (inclusive of outer fringe)

Start Date: September 2024 - Subject to satisfactory pre-employment checks

Separate Job Description is enclosed.



Benefits of Working at St George's School



Free Lunch



Employee Assistance Programme



Free Parking



Staff Well-being Programme



Use of School Gym



Favourable Children of Staff Admission

(Criterion 2 of School Admissions Criteria may apply)



Training and Support

How to Apply



To apply, please complete the online application form via MyNewTerm directed from www.stgeorges.herts.sch.uk/vacancies

We do not accept CVs or applications submitted through email.

Closing Date: **Sunday 1st September 2024 at midnight**

Tentative Interview Date: Monday 9th September 2024 at 9:00 am
(subject to confirmation)

Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

Interview Arrangement

If shortlisted you will be invited to attend an on-site interview at St George's School in Harpenden, AL5 4TD.



Your Application



Personal Statement

You will need to include a personal statement in your application, detailing how you meet the specific requirements of this position and why you specifically want to work at St George's School.

Please provide specific examples to illustrate your knowledge, skills, and experience.

When writing your responses ensure to evidence additional aspects such as training, qualifications, together with your background and experience within the personal statement.



Your Application



References

Please provide details of two people to whom reference may be made:

- Preferred referees are your last two employers and you should provide their official organisation email address for us to contact.
- The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person.
- If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable).
- Please make sure your referees are aware of your application and that they are able to provide a swift turn round. References will be obtained prior to interview where applicable.



Important Information



Disclosure and Barring Service check (DBS)

St George's School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require a Full Enhanced, with List Checks, Disclosure and Barring Service check (DBS).

Online Searches

We are required to conduct online searches about all candidates as part of the selection and appointment process, in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

Right to work in UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By submitting and signing your application, you acknowledge that such evidence will need to be provided should an offer of employment be made.



Contact Us



For enquiries regarding the application procedure please contact:

HR Department

T: 015827 16228

E: recruitment@stgeorges.herts.sch.uk

St George's School will be closed for summer holidays from 22nd July till 30th August 2024. We will get back to your messages in due course.

