

June 2021

Dear Candidate

**Re: Vacancy – Emotional Literacy Support Assistant (ELSA) – 34.5 hours pw
Monday-Friday x 43.2 weeks per year (term time)
Monday-Thursday: 08:00-16:00
Friday 08:00-15:55
SCP Scale 5 Point 12-14 - £19,958 (actual) (FTE: £25,137) - £20,684 (actual)
(FTE: £26,052)**

Flexibility is required in the absence of colleagues in relation to working pattern

Contracted Hours: Please note that the successful candidate will be expected to be at work to commence work at the times noted above. A 20-minute unpaid morning break and a 45-minute unpaid lunch break are incorporated into the working hours, to be taken in line with the normal school breaks.

Thank you for your interest in the above post at Mayfield School.

Further information about the role can be found on the job description and the person specification. The successful candidate will be expected to attend courses applicable to the role as directed by the school, which includes compulsory Safeguarding training. They would also be expected to be a First Aider, and full training for this will be provided.

Please complete the Associate Application Form and the Recruitment Monitoring Form, which should be returned via email to, hr@mayfieldschool.net by Monday 5 July 2021, 15:00. Please ensure that the form is not a PDF file as to ensure unconscious bias is adhered to in line with Equality Act all application forms are anonymised for the shortlisting process.

Interviews will take place as soon as the short listing process is complete.

Please ensure that you fully complete the application form, which must include the **full name, address, postcode and email address of two referees, one of which should be your current employer.**

References are taken up prior to candidate short-listing, as interviews cannot take place until we have two references in place. Please advise the named referees that you are using them on your application form as referees.

Should you have any questions or queries regarding the post, please contact Tina Vorley, Head of HR or Jenna White HR Assistant in the first instance, via an email to hr@mayfieldschool.net

Yours faithfully

Allison Greenwood (Ms)
Co-Headteacher

Lynn Campbell (Ms)
Co-Headteacher

on behalf of Mayfield School

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