

April 2023

Dear Candidate

Re: Vacancy – Midday Assistant

Monday to Friday - 5 Hours per week (39weeks) paid 43.2weeks
This includes designated INSET days.

Monday – Friday: 1.00pm - 2.00pm (currently)
(Working times may change in September 23 to 12.45pm - 1.45pm)

Actual Salary: Scale 3 point 6 - £2,901pa

FTE: £25,212pa

Contracted Hours: Please note that the successful candidate will be expected to be at work ready to commence work at the times noted above.

Thank you for your interest in the above post at Mayfield School. Mayfield School is a large multicultural secondary school located in the London Borough of Redbridge. At Mayfield everyone feels safe, happy and valued.

The successful candidate will be expected to attend courses applicable to the role as directed by the school, which includes compulsory Safeguarding training. Further information about the role can be found on the job description and the person specification.

Please complete the Associate Application Form and the Recruitment Monitoring Form, which should be returned via email to, hr@mayfieldschool.net by the date and time in the advert. Please ensure that the form is sent as a Word document and not a PDF file, as to ensure unconscious bias is adhered to in line with Equality Act, all forms will be anonymised as part of the short-listing process.

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

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 Bianca Pollard, HR Officer in the first instance, via an email to hr@mayfieldschool.net or by calling Tina on her direct line 020 8215 7760.

Yours faithfully

Remo lafrate
Headteacher
For and on behalf of Mayfield School