

Schools Advert Request Form

You are required to complete the ‘Advert Order Form’ when you request Personnel to upload your advert(s) on the County Council’s website.

Please enter details of your advertisement below and return to the Personnel Support Unit at [recruitmentsupport@eastsussex.gov.uk](mailto:recruitmentsupport@eastsussex.gov.uk)

The deadline for receiving advert requests is Wednesday at 12:00. Providing the deadline is met, your advert will appear on [www.eastsussex.gov.uk/jobs](http://www.eastsussex.gov.uk/jobs) by the latest of Friday afternoon. If your advert is received after this deadline it will not be advertised until the following week.

This service is free to schools that have already purchased the PT04 – Personnel and Training: School Recruitment and Retention Service. For any help with the advertising process, please speak to the Recruitment Team by calling them on 01273 335733.

**Please ensure that you save this form before sending, otherwise all data will be lost**

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| **School details** | | | | | | | | | | | | | | | |
| School name: | **Herstmonceux CEP** | | | | | | | | | | | | | | |
| Type of school: |  | | | | | | | | | | DfE No. | | **845/3032** | | |
| Address: | **Hailsham Road, Herstmonceux, East Sussex** | | | | | | | | | | | | | | |
| Post code: | **BN27 4LG** | | | | | | | | | | | | | | |
| Telephone no. | **01323 833148** | | | | | | | | | | | | | | |
| Email address: | **office@herstmonceux.e-sussex.sch.uk** | | | | | | | | | | | | | | |
| School Website: | **www.herstmonceux.e-sussex.sch.uk** | | | | | | | | | | | | | | |
| The details above will be used for requests for further information, application packs and the return of completed applications. | | | | | | | | | | | | | | | |
| **Advert details** | | | | | | | | | | | | | | | |
| Job title: | | | **Deputy Head of School** | | | | | | | | | | | | |
| Contract type: | | |  | | | | Fixed term duration: | | | | | | | |  |
| Full/Part time: | | |  | | | | Working pattern: | | | | | | | |  |
| **REQUIRED IF TERM-TIME ONLY**  Weeks worked per year | | |  | | | | **REQUIRED IF TERM-TIME ONLY**  Weeks paid per year | | | | | | | |  |
| Closing date: | | | **9am 17th May 2021** | | | | Is a DBS required: | | | | | | | |  |
| Job category: | | | | | | |  | | | | | | | | |
| County: | | | | |  | | | | | | | | | | |
| Town: | | | | | **Hailsham** | | | | | | | | | | |
| Hours per week: | | | | | **FTE 1.0** | | | | | | | | | | |
| Salary band (this is used for the search criteria): | | | | | | | | |  | | | | | | |
| Salary details: | | | | | | | | |  | | | | | | |
| Spinal point: From: | | | | **L1** | | | | To: | | | | **L4** | | | |
| Salary range: From: | | | | **£41065** | | | | To: | | | | **£44218** | | | |
| **For teaching posts**, please give the salary scale, for example, Teacher Main/Upper scale, Special Needs Allowances, Teaching and Learning Responsibility Point (TLRs), FTE if part-time. If the post is for a Headship/Deputy Headship, please state the Individual School Range. | | | | | | **For support staff posts**, please give the salary scale and grade, for example, Single Status Grade 2, or NJC Scale 4. | | | | | | | | | |
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| Additional allowances(teaching posts only) | |  | | | | | | | | Amount: | | | | **£** | |
| Additional allowances(Teaching posts only): | |  | | | | | | | | Amount: | | | | **£** | |
| Do the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”) apply to this post?  See guidance on Webshop (Safeguarding pages) for further information. | | Yes  No | | | | | | | | | | | | | |
| If yes the following wording will be added to your advert text:  *This post is covered by the Childcare Disqualification Regulations 2018.*  *The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision.  Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.*  *If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.* | | | | | | | | | | | | | |

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| **Other Local Authority Vacancy Websites** |
| You may also wish to contact other Councils to request to place an advert for your vacancy on their website, e.g. Kent Teach, Brighton and Hove, and West Sussex etc. Schools will need to make their own arrangements for this form of advertising as the school will be required to set up their own account for payment purposes. |

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| **DfE Teaching Vacancies Website** |
| You may also want to consider adding the vacancy to the DFE's 'Teaching vacancies' website.  As part of the commitment to supporting teacher recruitment and reducing unnecessary costs to schools, the DfE have launched a national recruitment website that is free for schools to use. The website is now called ‘Teaching Vacancies’ and can be used by headteachers looking for staff and teachers looking for jobs.  The vacancy service is being rolled out in phases over geographical areas and adapted in response to how the site is performing.  Schools in East Sussex have now been invited to register and should be able to advertise vacancies once they have accepted the invitation and created an account.  Based on a theory of viral change it is expected that the number of vacancies advertised will increase as the website is used.  [Teaching Vacancies](https://teaching-vacancies.service.gov.uk/)  If you have problems using the service, including issues with your account or sign-in, please email [teaching.vacancies@education.gov.uk](mailto:teaching.vacancies@education.gov.uk) |

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| **Advert text** |
| Please provide a brief description of the type of school or any special features the school has. For example*:*  *What you want the individual applying to bring to the school. “We are looking for…..”*  *What the school can offer the individual applying “Our school offers…..”*  For more information about writing the advert, please see ‘Adverts – fact sheet’. |
| **Deputy Head of School**  **Leadership 1-4**  **Permanent Contract**  **We are looking for an excellent class teacher with a proven record of success in different key stages and leading across the school. The successful applicant will play a key role in the Senior Leadership Team, working alongside other dedicated members of staff to give our children the best possible primary school experience.**  **Our staff are passionately committed to helping every child fulfil our school vision of learning to be the best they can be, loving all God’s kingdom and living their lives to the full.**  **Herstmonceux Church of England Primary School is a small rural school where children come first and staff are valued as a highly effective team. Our school is in the centre of our village and as a small school we enjoy a caring and nurturing family ethos. Herstmonceux Church of England Primary School is in federation with All Saints’ and St Richard’s Church of England Primary School forming Sussex Spires Federation. As Head of School you will have the opportunity to lead change and make a difference to the lives of the children and the school community. You will have responsibility for the day to day leadership and management of our school working closely with the Executive Headteacher in shaping our strategic vision.**  **The successful candidate will be able to show evidence of leading learning to secure best possible learning outcomes and will be able to demonstrate an ability to lead and develop others to achieve exceptional performance.**    **We can offer you:**  **• The opportunity to work with wonderful children and inspiring staff**  **• The support of an experienced leadership team across the federation committed to the best possible outcomes for children in our school**  **• Support to develop and grow your skills in leadership and management**  **• A knowledgeable, active and supportive Governing Board**  **• Opportunities to lead strategic initiatives and have an impact on the school community**  **• The opportunity to work across our thriving federation**  **• Training and development to support your role and career progression**  **Visits to the school are warmly welcomed. Please call the school office on 01323 833148 and full details can be found on our school website.**  **https://www.herstmonceux.e-sussex.sch.uk/office/situations-vacant**  **Closing date: 9am, Monday 17th May 2021**  **Interviews: Monday 24th May 2021** |

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| **For use by Personnel only** | | | |
| Date received: |  | Dated actioned: |  |

**NB: Please ensure all boxes are completed before the submission of this form. Any missing information may cause delays in the publication of your advert.**