# Advert Request Form (ARF) for

# Academies, Independent Schools or Free Schools

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| --- | --- |
| **School Name** | Copleston High School |
| **School Address** | Copleston Road, Ipswich. |
| **School Post code** | IP4 5HD |
| **Purchase Order no.** |  |
| **Invoice address** |  |
| **Invoice email** | finance@copleston.suffolk.sch.uk |

|  |  |  |
| --- | --- | --- |
| **Contact details** | **First Contact** | **Second Contact** |
| **Name** | HR Department | HR Department |
| **Telephone Number** | 01473 277250 | 01473 277250 |
| **Email address** | hr@gcetrust.org.uk |  |

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| --- | --- |
| **Job title or event title** | DT Technician |
| **School name to appear on the advert** | Copleston High School |

**Suffolk Jobs Direct and JBB (Jobs Board Bundle)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which [Suffolk Jobs Direct package](https://view.pagetiger.com/sjd-rate-card/2021-1)? | Standard  £75 | **X** | Enhanced  £200 |  | Premium  £325 |  | N/A |  |
| Add a [Jobs Board Bundle](https://view.pagetiger.com/sjd-rate-card/2021-1) for: | +£349 |  | +£325 |  | +£299 |  | N/A |  |

**Additional advertising – External websites and print, newspapers and magazines**

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| --- | --- | --- | --- | --- |
|  |  | Suffolk | Advertising | use only |
| Other print / web name | **Insertion date** | Size/ format | Vacancy ref | Order no. |
|  |  |  |  |  |
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## **Please complete the advert template on page 2, providing all essential information to avoid delay.**

Once completed, please email this form and your attachments to:[schools.advertising@suffolk.gov.uk](mailto:schools.advertising@suffolk.gov.uk)

**Advertising use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ack Checked** |  | **Uploaded** |  | **Job no.** |  |
| **Ack Sent** |  | **Approved** |  | **ORC no.** |  |
| **Deadline** |  | **Social boosted** |  | **SJD Charged** |  |

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| **Advertising Team notes** |
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**Copleston High School, Ipswich, Suffolk**

1927 students (includes 328 in the Sixth Form)

Principal: Mr A Green

## **DT TECHNICIAN**

**Grade 2 £10,087 per annum (actual)**

**19 hours per week, 40 weeks per year**

**Permanent**

**Required from September.**

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Copleston High School is a popular 11-18 mixed comprehensive noted for its caring and disciplined atmosphere. It was judged as a ‘good school with outstanding features’ by Ofsted in December 2023. As a school we are committed to raising standards of learning.

We require a DT Technician to join the Design Technology team, offering technical support to prepare materials for student use. You will ensure appropriate tools, materials and equipment are available and ensure safe working practices in the workshops. You will also identify health and safety aspects which require attention and report these to the Head of Department.

Hours of work will be Monday to Friday, for 39 weeks per year, plus 1 week to be worked flexibly throughout the year. Timings to be negotiated with line manager.

The school has a strongly supportive ethos and is deeply committed to the professional development of staff. We offer an excellent induction programme to all colleagues who join us.

For an informal chat regarding this role please email [dpheasant@copleston.suffolk.sch.uk](mailto:dpheasant@copleston.suffolk.sch.uk).

Application packs are also available from the Trust website: [www.gcetrust.org.uk](http://www.gcetrust.org.uk) or by calling the HR Team on 01473 277250.

CVs are not accepted.

Please return your completed application form to:[applications@copleston.suffolk.sch.uk](mailto:applications@copleston.suffolk.sch.uk).

**Closing Date: 10 am Friday 16th August 2024**

**Interview Date: Week commencing 26th August 2024**