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| **1. School Name**  | **Orton CE Primary School** |
| **2.Post Title of Vacancy**  | **Part Time 0.5 Teacher Fixed Term MPS** |
| **3.Is this a re-advertisement** | No |

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| **4. CCC Vacancies Site**  | **Date you wish advertisement to appear** |
| Yes | ASAP |

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| **5. Local Newspaper/s** |
| **Newspaper**  | **Date to be placed**  | **Newspaper**  | **Date to be placed**  |
| News & Star |  |  | Cumberland News  |  |  |
| North West Evening Mail |  |  | Hexham Courant  |  |  |
| West Cumberland Times & Star |  |  | Whitehaven News  |  |  |
| The West Morland Gazette |  |  | TES *(Please select package below)* |  |  |

*Please indicate in which publication you would like your vacancy to appear by placing an X in the relevant box*

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| **6. TES (Times Educational Supplement)** |
| for full details of TES options please visit the TES website be clicking the following link:[**https://www.tes.com/recruit/pay-as-you-advertise**](https://www.tes.com/recruit/pay-as-you-advertise) |
|  |  |  |
| **BRONZE online advert** | **SILVER online advert**  | **GOLD online advert**  |
| Basic recruitment option. Recommended whey you are not struggling to recruit | Your prominent position recruitment option. For when you want enhanced brand exposure and visibility  | Your highest visibility recruitment option. Built to give you maximum brand exposure and help you overcome recruitment challenges. |
| **Features:** | **Features:** | **Features:** |
| * Appears below Silver job on search pages
* Link to a full job description page
* Features on your schools fully branded Career Site
* Post you advert and manage you recruitment through your school portal
 | * Includes you logo and appears below Gold jobs on search pages
* Link to a branded full job description page
* Features on you school’s fully branded Career Site
* Post you advert and manage your recruitment through you School Portal
 | * Includes you log and features in a gold box at the top of the search pages
* Links to a branded and interactive full job description page
* Features on your school’s fully branded Career Site
* Post your advert and manage your recruitment through your School Portal
 |
| **£789** | **£975** | **£1250** |

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| Include any essential requirements e.g Teaching Assistants and Administration staff may require a relevant NVQ etc**. It is also necessary to state the reason why a vacancy is only being offered for a fixed term** e.g. “required to cover maternity leave of current post holder” “required to assist in the installation of new IT Network” |

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| **7. Advertisement Text(please type in the box below)** |
| **Part Time 0.5 Teacher Fixed Term MPS**Orton CE Primary School is a thriving small rural school in Cumbria and the Yorkshire Dales National Park. Postcode CA10 3RGOrton CE School is ‘*A happy place to learn, grow and thrive’* and is looking for a new member to join our hard working and committed team.The Governing Body of Orton CE School is looking to appoint an outstanding and committed class teacher to join our friendly staff team. We are ideally looking for someone to teach afternoons but there may be some flexibility depending on the successful candidate. If budget allows there may be the possibility of additional hours and supply cover. NQT’s are welcome to apply.We are looking for someone who:• Is an outstanding class teacher (Year groups to be taught dependant on candidate’s experience)• Has high expectations of all pupils and is committed to raising standards for every child• Is supportive of our Christian values, ethos and vision• Is committed to working as part of a happy team• Is hard working and will enjoy providing our children with a wide variety of learning experiences• Has a great sense of humour!• Is flexible, motivated and willing to participate in the wider life of the schoolWe can offer you:• ‘*A happy place to learn, grow and thrive.*’• A very supportive and friendly team of colleagues and Governors• Enthusiastic and well-behaved children• Supportive parents, families and community• Opportunities for professional development• Beautiful rural settingRequired to start September 2023. This post will be fixed term until 31st August 2024 dependant on numbers on roll and budget.We are also advertising for a Part-time Teaching Assistant and After School Club Leader. Please indicate in your application if you would be interested in either of these roles too.The school is committed to safeguarding and promoting the welfare of our young people, appointments will be subject to satisfactory references and enhanced DBS check.Candidates are welcome to visit the school. To arrange a visit or discussion please contact the Headteacher email: head@orton.cumbria.sch.uk. These will be during W/c 15th May & W/c 5th June.For an application pack please e-mail admin@orton.cumbria.sch.uk or head@orton.cumbria.sch.uk or download from our school website [www.ortoncofeprimary.co.uk](http://www.ortoncofeprimary.co.uk) Closing date: 12 noon Monday 12th June 2023Interviews: TBC but likely to be W/c 19th June |
| **Please remember to carefully check the content of your advertisement against the checklist at the bottom of the page.** |

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| **8. Recruitment Services** |
| Would you like Capita HRS to issue the school application packs to applicants  | No |
| 6a. if **yes** please send copies of all documents you wish to include in the pack |
| 6b. if **no** please provide contact details in absence of primary contact or if the school is closed |
| **Name**  | Mrs Emma Pomfret |
| **E-mail address** | head@orton.cumbria.sch.uk |
| **Contact no** | 01539624268 |

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| **9. SCHOOL CHECKLIST** |
|  | **Yes** | **N/A** | **Notes**  |
| **9a. In all cases**  |
| Working Hours  | Yes |  |  |
| Salary Details  |  |  | In line with STPCD and NJC/Local Collective agreements,  |
| Allowances |  |  |  |
| Status FTC/Permanent  |  |  |  |
| Work Base  |  |  |  |
| Safeguarding paragraph |  |  |  |
| Chosen publications & dates complete |  |  |  |
| Advert text completed and checked |  |  |  |
| If part time have you included “pro rata” |  |  |  |
| Have you included a closing date |  |  |  |
| Have you included interview date |  |  |  |
| Have you included details of how and where to obtain an application pack |  |  |  |
| **9b. For Heads/Deputies/Assistants** |
| School Group NOR  |  |  | For Headteacher vacancy Salary range is 7 points Deputy/Assistants 5 point range |
| **9c. For fixed term appointments** |
| End date if offered for a fixed term  |  |  | Should run to the end of a school term |
| Reason for appointment being offered for a fixed term  |  |  | Remember you must have objective justification to advertise for a FTC  |

***PLEASE NOTE:*** *adverts must be received by 5p.m on the Wednesday of the week prior to publication*

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| **10. AUTHORISATION**  |  |
| Name  | Emma Pomfret |
| Post Title  | Headteacher |
| E-mail address  | head@orton.cumbria.sch.uk |
| Contact no. | 01539624268 |

**Disclaimer:**

I understand that by completing, signing and submitting this request form that any work undertaken in respect of this request will be charged, regardless of whether the advertisement goes to press.

I accept that in addition to Capitas’ standard administration charge I am liable for any additional external costs associated with the placement of this advertisement. These will be accepted and paid in full in accordance with Capitas’ standard payment terms.

I understand that Capita will check over the content of the form submitted and offer advice and guidance where necessary. However, cannot be held liable for any errors in the advertisement as a result of the information that I have submitted.