

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

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 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

School details			
School name:	St Mary the Virgin CEP School		
Type of school:	Primary	DfE No.	845/3326
Address:	Hartfield		
Post code:	TN7 4AA		
Telephone no.	01892 770221		
Email address:	office@st-maryhartfield.e-sussex.sch.uk		
School Website:	https://pioneerfederation.co.uk/stmarys/		
The details above will be used for requests for further information, application packs and the return of completed applications.			
Advert details			
Job title:	EYFS Class Teacher		
Contract type:	Fixed term	Fixed term duration:	Sept 2023 - end March 2024
Full/Part time:	Part-time	Working pattern:	52 weeks
REQUIRED IF TERM-TIME ONLY Weeks worked per year		REQUIRED IF TERM-TIME ONLY Weeks paid per year	
Closing date:	19 th April 2023	Is a DBS required:	Yes
Job category:	Teaching		

County:	East Sussex		
Town:	Hartfield		
Hours per week:	0.4fte		
Salary band (this is used for the search criteria):		Teachers' Pay Scale	
Salary details:		Teacher Main/Upper scale	
Spinal point:	From:	M1	To: UP5
Salary range:	From:	£28,000 pro rata	To: £43, 684
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.	
Additional allowances(teaching posts only)	Select from list..		Amount: £
Additional allowances(Teaching posts only):	Select from list..		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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes the following wording will be added to your advert text: <i>This post is covered by the Childcare Disqualification Regulations 2018.</i> <i>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.</i> <i>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.</i>		

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.

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](#)

If you have problems using the service, including issues with your account or sign-in, please email teaching.vacancies@education.gov.uk

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'.

St Mary the Virgin CE Primary School is a small, thriving, friendly, village school, with dedicated and enthusiastic staff and happy children. We have mixed-age classes for KS1 and KS2 with Reception on its own. Our latest Ofsted Report (March 2020) described us as 'a small school with a very big heart!' and the pupils describe it as 'like one big family'. We are committed to providing a learning environment where all our children feel happy, valued, motivated, included and strive to do their best. St Mary's is a church school and part of the Pioneer Federation.

If you are a primary teacher looking for a short term contract in a setting where you can be part of a dynamic team, come and join St Mary's where learning with love, strength and faith are a priority. We are looking for a part-time Class Teacher for 2 days a week within our EYFS class. The post is fixed term between September 2023 and end March 2024 but there may be further opportunities elsewhere in the Federation for the right candidate. You would be joining a forward thinking, dedicated and charismatic staff that enjoys great camaraderie and a strong team dynamic.

About you:-

- **An excellent teacher with the ability to inspire**
- **Motivated, enthusiastic and innovative**
- **Have high expectations of children's learning and behaviour**
- **Possess a strong commitment to raising pupil achievement**
- **A team player**
- **Familiar with the curriculum**
- **Support the Christian ethos of the school**

What St Mary's will offer you:-

- **A friendly, welcoming and small team**
- **Well-behaved and enthusiastic learners**
- **Extremely supportive leadership and governing body**
- **An extremely supportive parent and church community**

To apply please visit our website for more information. Please contact the school office to arrange a visit or confidential chat prior to the closing date.

Telephone :01892 770221 or view the website at www.pioneerfederation.co.uk.

email: office@st-maryhartfield.e-sussex.sch.uk

website: <https://pioneerfederation.co.uk/stmarys/>

St Mary's School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Successful candidates will be subject to DBS and reference checks.

Closing date: Noon, 19th April 2023

Interviews: To be agreed

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.