

1. School Name	Selside CE School Primary School
2. Post Title of Vacancy	Office Manager
3. Is this a re-advertisement	No

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

5. Local Newspaper/s			
Newspaper	Date to be placed	Newspaper	Date to be placed
News & Star	<input type="checkbox"/>	Cumberland News	<input type="checkbox"/>
North West Evening Mail	<input type="checkbox"/>	Hexham Courant	<input type="checkbox"/>
West Cumberland Times & Star	<input type="checkbox"/>	Whitehaven News	<input type="checkbox"/>
The West Morland Gazette	<input type="checkbox"/>	TES <i>(Please select package below)</i>	<input type="checkbox"/>

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

6. TES (Times Educational Supplement)		
for full details of TES options please visit the TES website by clicking the following link: https://www.tes.com/recruit/pay-as-you-advertise		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRONZE online advert	SILVER online advert	GOLD online advert
Basic recruitment option. Recommended when 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:
<ul style="list-style-type: none"> • Appears below Silver job on search pages • Link to a full job description page • Features on your school's fully branded Career Site • Post your advert and manage your recruitment through your school portal 	<ul style="list-style-type: none"> • Includes your logo and appears below Gold jobs on search pages • Link to a branded full job description page • Features on your school's fully branded Career Site • Post your advert and manage your recruitment through your School Portal 	<ul style="list-style-type: none"> • Includes your logo 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

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"

7. Advertisement Text (please type in the box below)

Job advertisement: Business support/ Office manager equivalent to BS8 Selside Endowed CE Primary School.

Available from the beginning on January, or as soon after as possible.

Executive Head Teacher: Sarah Coleman

Contact: admin@selside.cumbria.sch.uk / 01539 823649 and visit www.selside.cumbria.sch.uk

Hours: 23 hours per week, 40 weeks per year plus annual leave entitlement

£24,799 per annum pro rata, or £12.85 per hour. This position is permanent, subject to a probationary period.

We are a small rural and friendly primary school, 10 minutes north of Kendal looking to recruit an outstanding applicant to this important role in school.

The successful applicant will :

- be able to manage and enjoy the varied work of a busy school office and prioritize own work
- become a key member of our hardworking, dedicated staff team
- have excellent interpersonal skills and relate well to people of all ages in our friendly school.
- have good attention to detail; able to manage school finances and monitor budgets.
- appreciate the special nature of our small rural school and be supportive of our school values and ethos

We can offer you the opportunity to:

- join our very supportive happy team of staff, governors, parents and wider community
- be part of a thriving and growing rural school, contributing to its success.
- develop projects and be fully involved in the wider life of the school.

Visits to the school are welcomed, please ring for an appointment.

Application packs are available on our school website.

Applications to be received by 4pm 05/12/2019

Interviews scheduled for 11/12/2019.

Selside Endowed CE School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school strictly adheres to Safer Recruitment policies and procedures. Appointment to the post will be subject to a satisfactory enhanced DBS (Disclosure and Barring Service) check, and appropriate pre-employment checks. The successful candidate will be asked to make a self-declaration about their suitability to work with children, including any known disqualifications by association.

We are a Church of England Primary School with a distinctive Christian ethos.

For an application pack, please email admin@selside.cumbria.sch.uk or download from the school website www.selside.cumbria.sch.uk

Return application forms and a covering letter summarising your skills, abilities and experience to support your suitability for the post to, Mrs Zoe Fetherstone at the school.

Please remember to carefully check the content of your advertisement against the checklist at the bottom of the page.

8. Recruitment Services

Would you like Capita HRS to issue the school application packs to applicants	No
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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	Zoe Fetherstone
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E-mail address	admin@selside.cumbria.sch.uk
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Contact no	01539 823649 www.selside.cumbria.sch.uk
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9. SCHOOL CHECKLIST

	Yes	N/A	Notes
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9a. In all cases			
Working Hours	✓		
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

10. AUTHORISATION	
Name	Sarah Coleman
Post Title	Executive Head Teacher
E-mail address	admin@selside.cumbria.sch.uk
Contact no.	01539 823649

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.