

THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND TEACHING ADVERT REQUESTS

Guidance Notes for completion of this form:

Do not over type or remove any of the text in **bold** in the second column as this will be contained in the job advert

ADVERTISING

All posts will be advertised on the CYC website.

Adverts received by **12 noon** in the schoolsrecruitment@york.gov.uk mailbox will be uploaded and made live on the CYC jobs website by 5pm the following working day.

TES - Wednesday 5pm of week prior to issue

If the advert is to be placed in any other media please specify here:

Please contact the Recruitment Team **prior** to submitting this form to discuss media deadlines dates etc.

SECTION A – REQUISITION DETAILS

<p>Post Title: (Requisition Name)</p> <p>Ensure that post titles are written in full or as shown below:</p> <p>Teacher or Teacher of ****</p> <p>Midday Supervisory Assistant, Senior</p> <p>Midday Supervisory Assistant</p> <p>Teaching Assistant Level</p> <p>Do not include part time, full time, temporary, FTE in title</p>	<p>Breakfast Club Supervisory Assistant</p>
<p>Contact details of someone we can contact if we need clarification regarding this advert</p>	<p>Name: Jemma Dunne</p> <p>Tel: 01904 555421</p> <p>Email: head.stoswaldsprimary@york.gov.uk</p>
<p>Requisition Ref: (to be completed by HR)</p> <p>Save form as 'Job Ref – Job Title'</p>	

SECTION B – JOB INFORMATION / ADVERT TEXT

<u>School name and full address</u>	St Oswald's CE Primary School Heslington Lane Fulford York YO10 4LX
<u>Telephone number</u>	01904 555421
<u>Website address</u>	www.stoswalds.york.sch.uk
<u>Email address</u>	Email address: stoswaldsprimary@york.gov.uk

**THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND
TEACHING ADVERT REQUESTS**

For information only	
<p><u>Full advert text</u></p> <p>Insert school name at the start of text</p> <p>Do not add job title, contract type etc as these details are included in the sections below</p> <p>Only include essential information, job hunters can look at the job description for more detailed information.</p> <ul style="list-style-type: none"> • Don't exclude people who might be suitable • Limit to three or four main points • Most important information first (eg do they need a degree?) <p>Expand on generic skills and make them specific to the role</p>	<p>St Oswald's CE Primary School are seeking to recruit a friendly, caring, reliable person to join our small team of breakfast club assistants.</p> <p>We are looking for someone who:</p> <ul style="list-style-type: none"> • Has a positive, calm manner • Can use their own initiative • Is able to work as part of a team • Is proactive in promoting children's wellbeing and able to provide a warm welcome to pupils at the start of each school day <p>In return, we offer you the chance to work within our lovely school setting as part of the Early Birds team, with fantastic pupils and staff.</p>
<p><u>Safeguarding statement</u></p> <p>This will automatically be included in all school adverts</p> <p><u>Is this post subject to Childcare (Disqualification) Regulations 2009?</u></p> <p>This applies to posts that are those working with children under the age of 5 (Reception teachers / TA's or Nursery teachers), or people working with under 8's for After-school clubs, Breakfast club workers etc.</p>	<p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.</p> <p>Yes</p> <p>If yes, the text below will be added to your advert:</p> <p>This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview</p>

**THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND
TEACHING ADVERT REQUESTS**

<p><u>Application method</u></p> <p>Please include details of how applicants should apply for the role e.g via school website, by email etc. as applicants will not be able to apply via the CYC website</p> <p>[Delete as appropriate]</p>	<p>For further details and an application pack, please contact the school on stoswalds.primary@york.gov.uk</p> <p>An application form and further details are available to download from the school website www.stoswalds.york.sch.uk. Please submit completed forms by post or electronically to: stoswalds.primary@york.gov.uk</p>
<p><u>Closing date</u></p> <p>This should be a minimum of 2 weeks from date of advert going live</p> <p>All adverts will close at 12 midnight on the closing date</p> <p><u>Interview date (if known)</u></p> <p>This gives applicants prior notice to arrange attendance if invited for interview</p>	<p>Closing date: Friday 22 August 2025</p> <p>Interview date: Thursday 28 August 2025</p>
<p><u>Salary Details - Support Posts</u></p> <p>The Living wage supplement will be stated in your advert if the post is at Grade 1 or 2 or Grade 3 Level 1.</p>	<p>Grade 2 Level 1-4 (£23,473 - £23,642 per annum) reduced pro-rata</p>
<p><u>Salary Details - Teaching Posts</u></p> <p>See Section D</p>	<p>N/A</p>
<p><u>Employment Type</u></p> <p>Working pattern</p>	<p>Permanent contract</p> <p>Term Time contract</p>

**THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND
TEACHING ADVERT REQUESTS**

<p>If post is term time are any additional weeks required to be worked in school holidays please indicate number of weeks</p> <p><u>Hours per week</u></p> <p>Add details of any working pattern</p> <p><u>[HR: enter this information in the package section of iTrent]</u></p>	<p>7.5 hours per week (7.30 – 9.00 Monday to Friday)</p>
--	--

Formatting guidance Notes:

Dates	Should be day, month, year as 2 June 2001. Do not use st, nd, rd or th
Times	Should be in 12 hour clock style eg 5pm. No space between figure and the am or pm Refer to 12 midnight rather than 12am
Hyphens	Do not use between full time, part time etc
And	Do not use &, write out in full
At	Do not use @, write out in full (unless used in email or website address)
Semi Colon	Use to separate items eg Fixed Term; Part Time 10 hours per week; Term Time only
Per annum	Do not use p.a. or pa, write out in full
Plus	Do not use + sign, write out in full
Week Commencing	Do not use w/c, write out in full

SECTION C - SUPPORT STAFF

(Complete for any posts not being paid on Teachers Pay and Conditions)

**THIS FORM SHOULD BE COMPLETED FOR ALL SCHOOL SUPPORT AND
TEACHING ADVERT REQUESTS**

Is the post new to the school establishment?

No

Is the post a generic school post (see generic post list on the schools website? **Yes**
http://www.york.gov.uk/homepage/83/cyc_schools_portal)

Please provide the JE reference number for the post _____
(This is to clarify the new post has been evaluated. Note this is not applicable for Academy schools)

Apprentices: Please contact the HR Business Centre for advice on apprentice rates of pay.

SECTION D - TEACHING POSTS

(Complete for any posts paid on Teachers Pay and Conditions including Leadership Posts)

Please indicate which scale the post is being offered. If the post is not being advertised on a specific scale please indicate Teachers Pay and Conditions. For further info see the Schools Pay Policy.

Main scale Yes / No

Upper payscale Yes / No

Specific mainscale point Yes / No

Please indicate which point (1 – 6) _____

Specific Upper payscale point Yes / No

Please indicate which point (1 -3) _____

Leadership scale Yes / No Please indicate point _____ and

ISR Range From _____ To _____

Teachers Pay and Conditions Yes / No

ADDITIONAL ALLOWANCES:

TLR Yes / No Please indicate level e.g TLR 2 (a) _____

SEN Yes / No

OTHER Yes / No Please state _____

(See teachers Pay & Conditions Document for other allowances that may offered)