



# 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](mailto: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](http://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:	Polegate School		
Type of school:	Primary	DfE No.	845/2105
Address:	Oakleaf Drive, Polegate, East Sussex		
Post code:	BN26 6PT		
Telephone no.	01323 482404		
Email address:	office@polegate.e-sussex.sch.uk		
School Website:	www.polegateschool.co.uk		
The details above will be used for requests for further information, application packs and the return of completed applications.			
Advert details			
Job title:	TA/Individual Needs Assistant		
Contract type:	Permanent	Fixed term duration:	
Full/Part time:	Part-time	Working pattern:	Term time only
<b>REQUIRED IF TERM-TIME ONLY</b> Weeks worked per year	39	<b>REQUIRED IF TERM-TIME ONLY</b> Weeks paid per year	45.05
Closing date:	19.07.2024	Is a DBS required:	Yes
Job category:	Support Staff		
County:	East Sussex		

Town:	<b>Polegate</b>		
Hours per week:	<b>25</b>		
Salary band (this is used for the search criteria):	<b>£10,000 - £14,999</b>		
Salary details:	<b>Single Status (SS)</b>		
Spinal point: From:	<b>3 point 7</b>	To:	
Salary range: From:	<b>£22,737 per annum £13,273 pro rata</b>	To:	
<b>For teaching posts</b> , 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.		<b>For support staff posts</b> , 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		
	<p>If yes the following wording will be added to your advert text: <i>This post is covered by the Childcare Disqualification Regulations 2018.</i></p> <p><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></p> <p><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></p>		

### **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](mailto: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'.

**Not just any school..... This is Polegate School!**

**We are looking for an experienced, positive Teaching Assistant to work with an individual child. Enthusiasm, motivation and versatility are all essential skills. You will have a real love of children and a desire to provide outstanding learning opportunities. Experience of working with children with SEND needs would be desired but not necessary.**

**You will be part of the wider, very friendly school team at Polegate School and you will benefit from the wide range of training and development opportunities.**

**Your career development begins the moment you join Polegate School. You will be fully supported through an Induction program and introduced to your role.**

**To find out more about the school please look at our school website.**

**Visits to the school are welcome and encouraged.**

**[www.polegateschool.co.uk](http://www.polegateschool.co.uk)**

**Applicants GCSE grade A-C in Maths and English**

**Single Status Grade 3 or 4**

**All candidates should have an excellent knowledge of the curriculum.**

**Please request your application and job description pack from the school office:  
[office@polegate.e-sussex.sch.uk](mailto:office@polegate.e-sussex.sch.uk).**

**Closing Date: Friday 19<sup>th</sup> July 2024 noon**

**Interview Date: Monday 22<sup>nd</sup> July 2024**

**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.**