

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](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**

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| **School details** |
| School name: | **Polegate School** |
| Type of school: |  | 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: | **Assistant Site Officer** |
| Contract type: |  | Fixed term duration: |  |
| Full/Part time: |  | Working pattern: |  |
| **REQUIRED IF TERM-TIME ONLY**Weeks worked per year |  | **REQUIRED IF TERM-TIME ONLY**Weeks paid per year |  |
| Closing date: | **06/11/2020** | Is a DBS required: |  |
| Job category: |  |
| County: |  |
| Town: | **Polegate**  |
| Hours per week: | **30 hours (10am to 4pm Monday to Friday)** |
| Salary band (this is used for the search criteria): |  |
| Salary details: |  |
| Spinal point: From: | **2** | To: | **4** |
| Salary range: From: | **£18,198 per annum (Pro rata salary £14,755)** | To: |  |
| **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. |
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| Additional allowances(teaching posts only) |  | Amount: | **£** |
| Additional allowances(Teaching posts only): |  | 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. |  [x]  Yes [ ]  No |
| If yes the following wording will be added to your advert text:*This post is covered by the Childcare Disqualification Regulations 2018.* *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.* *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.*  |

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| **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. |

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| **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](https://teaching-vacancies.service.gov.uk/)If you have problems using the service, including issues with your account or sign-in, please email teaching.vacancies@education.gov.uk |

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| **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** **It says something when both the head and deputy have been at the school since qualifying as teachers! Polegate School is a special place where children and staff are given opportunities to grow.** **Aspiration and ambition is at the heat of everything we do. We are striving to be exceptional in all aspects of our work and aim to make learning irresistible. Visit and see for yourselves why we have stayed so long!****We are looking to recruit an Assistant Site Officer at Polegate School, to assist in providing a responsive caretaking and maintenance service, to ensure high standards throughout the school site.** **As part of the job you will undertake a fully funded professional qualification through the Council’s apprenticeship scheme. You will complete a level 2 qualification https://www.instituteforapprenticeships.org/apprenticeship-standards/property-maintenance-operative/ and gain valuable skills and experience whilst still earning your salary.** **The Assistant Site Officer will ensure that the premises are maintained and cleaned to the highest standards. The successful applicant will provide high quality support to the Site Officer, deputise in their absence as well as carrying out regular maintenance and routine cleaning duties associated with this role. The post holder must be able to work effectively and supportively as a member of the school team. Applicants, as well as studying for the Level 2 qualification, should have a willingness to participate in any further training and development opportunities offered by the school, to further their knowledge.** **The successful candidate will be joining a growing School that continues to be ambitious in its drive to improve outcomes for pupils.** **Whilst there is an expectation that holidays are taken within holiday times generally working within a site team will allow negotiation for other periods.****Single Status Grade SS 4 Grade 2, £18,198 (pro rata salary £14,755 per annum)****Working Hours: 30 hours a week - 10am to 4pm, Monday to Friday.****Weeks per year: 52 weeks per year****Permanent position** **Closing date: Friday, 6th November 2020****Interview date: Monday, 16th November 2020**  |

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| **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.**