

SCHOOLS ADVERT REQUEST FORM

SECTION 1 - VACANCY INFORMATION			
Post title:	GENERAL SCHOOL SUPPORT ASSISTANT -PE		
Post number:	PE 002	Reason for vacancy:	ADDITIONAL STAFFING RESOURCE NEEDED DUE TO COVID 19
Note - If this is a new post please tick to confirm this post has been through Job Evaluation (JE) <input type="checkbox"/> If this is a new post and has not passed through JE please attach the Job Description and Person Specification for the post to the job advert request form, the post will need to pass job evaluation before it can be advertised			
Duration (please tick):	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Fixed Term X <input checked="" type="checkbox"/> Casual <input type="checkbox"/>		
If position is temporary or fixed term please state reason:			
Date required:	ASAP	No of Positions:	1
Advert to appear week ending:	ASAP	Closing date:	9am 4 January 2021
		Interview date:	Week commencing 4 January 2021
Teaching Staff		Support Staff	
Post Salary:	Teachers = MPS/UPS + any allowances e.g. TLR/SEN £ _____	Post Grade:	Trust U25 rate
		Grade Range:	£6.45 per hour to £9.25 per hour
FTE:		Hours per week:	32.50
Weeks per year:		Weeks per year:	38 school weeks
Pattern of working (if part time, specify days and hours)	TO BE AGREED AND DISCUSSED AT INTERVIEW – WILL BE OVER 5 DAYS		
How the vacancy should be advertised : (tick all that apply)	All adverts are automatically included in the Opportunities List published at www.shropshire.gov.uk/jobs each Thursday, during term time Shropshire Star <input type="checkbox"/> TES <input type="checkbox"/> Other Media (please specify name) <input type="checkbox"/> _____ WM JOBS Please advertise on the Opportunities List for Shropshire Council only.		
Please provide advert text, including information on how applicants are to request further information: See Attached			

Contact Name and Telephone Number for queries:	KAREN COOK – 01746 760501 or 07772086999				
SECTION 2: SCHOOL DETAILS					
School:	OLDBURY WELLS SCHOOL				
Headteacher:	LEE TRISTHAM				
Full Postal Address:	BRIDGNORTH SHROPSHIRE WV16 5JD				
Email Address to be used in advert:	Karen.cook@oldburywells.com				
Advertising Cost Centre:					
Name (please print):	KAREN COOK				
Financial Approval - I confirm that the funds are in place for the advertising costs, salary and additional costs connected with this post					
Signature:			Date:	17 December 2020	
SECTION 3: IMPORTANT INFORMATION					
<p>Once this form has been approved, please e-mail to Employment Services hrcontact@shropshire.gov.uk to arrive no later than the following:</p> <p>If external media is required (in addition to advertising on Shropshire Council's Website and Jobcentres) - midday on Thursday for inclusion in the following week's advertising;</p> <p>If advertising only on Shropshire Council's Website and Jobcentres – midday on Tuesday for inclusion in that week's advertising.</p> <p>You will receive e-mail confirmation that your advert has been received once it has been actioned.</p> <p>Employment Services Tel: 01743 252780 Email: hrcontact@shropshire.gov.uk</p>					